

PORT OF BROOKINGS HARBOR
Board of Commissioners
Regular Meeting Agenda
Best Western Beachfront Inn
Conference Room
16011 Boat Basin Rd
Brookings OR 97415

Tuesday, October 17, 2017 • 7:00 pm

Agenda

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes Page #
 - a. Regular Meeting – Tuesday, September 19, 2017 1
 - b. Special Meeting – Wednesday, September 27, 2017 (Not available)
 - c. Special Meeting – Friday, September 29, 2017 (Not available)
5. Financial & Managers Report 8
6. Agenda Related Public Comments *
7. Old Business Page #
 - a. Commission Rules, Regulations, Duties and Responsibilities Policy 47
 - b. Coast Guard Vessel in Boat Yard – Update 63
 - c. Slugs N Stones N Ice Cream Cones Lease Renewal Request 64
8. New Business
 - a. Event Application Update & Review – 2018 Event Scheduling 66
 - b. Kathy's Corner Request for Additional Retail Center Space 77
 - c. Bubbles Boutique proposal for Retail Center Space 79
 - d. Oregon State Treasury LGIP Participant Application 82
9. Commissioners Report
10. Non-Agenda Related Public Comments *
11. Adjournment

* Limited to a maximum of three minutes per person. A “Public Comment Request”, located near the entrance, must be completed and turned into the President prior to the beginning of the meeting.

FULL MEETING PACKET AVAILABLE AT www.portofbrookingsharbor.com

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Port of Brookings Harbor Board of Commissioners
Regular Meeting Minutes
Tuesday, September 19, 2017, 7:00 p.m.
Best Western Conference Room: 16011 Boat Basin Rd, Brookings OR, 97415

1. Call to Order and Roll Call:

President Angi Christian called the meeting to order at 7:00 pm.

Commissioners Present: Position 1 Secretary Andy Martin, Position 2 Treasure Roger Thompson, Position 3 Commissioner Roy Davis, Position 4 Vice President Jan Barbas, Position 5 President Angi Christian.

Staff Present: Port Manager Gary Dehlinger and Administration Assistant Danielle Shepard.

2. Pledge of Allegiance:

The board and public performed the pledge of allegiance.

3. Approval of Agenda:

*Treas. Thompson made the motion to approve the agenda as written.
Seconded by Comm. Davis. Voting Yes: Unanimous.*

4. Approval of the Minutes:

a. Regular Meeting – Tuesday, August 15, 2017:

Vice Pres. Barbas made the motion to approve Tuesday, August 15, 2017, regular meeting minutes. Seconded by Comm. Davis. Voting Yes: unanimous.

b. Special Meeting – Friday, August 18, 2017:

Vice Pres. Barbas the had some typographical situations, did not get these to Mr. Dehlinger ahead of time. Pres. Christian suggested to turn them in after the meeting. Vice Pres. Barbas stated he also has the same issue with Friday, August 25 minutes and Friday, September 1 minutes.

Vice Pres. Barbas made the motion to approve Friday, August 18, 2017, special meeting minutes. Seconded by Treas. Thompson. Voting Yes: unanimous.

c. Special Meeting – Friday, August 25, 2017:

Treas. Thompson made the motion to approve Friday, August 25, 2017, special meeting minutes, with corrections in it. Seconded by Comm. Davis. Voting Yes: unanimous.

d. Special Meeting – Friday, September 1, 2017:

DRAFT

Vice Pres. Barbas made the motion to approve Friday, September 1, 2017, special meeting minutes. Seconded by Comm. Davis. Voting Yes: unanimous.

5. Financial & Managers Report:

Mr. Dehlinger asked if the commissioners had any questions regarding the financials. Treas. Thompson asked if he can come and speak to the bookkeeper, Kim Boom, regarding check registries, some of the check numbers are off, Mr. Dehlinger approved.

Treas. Thompson made the motion to approve of the financial report. Seconded by Comm. Davis. Voting Yes: Unanimous.

Mr. Dehlinger informed the board of a picnic benches that tipped over during Oktoberfest, and are waiting on a report from Alex Carr-Frederick regarding this. Vice Pres. Barbara's stated that his friend was sitting at the end of the table, some people got up from the other end and the table flipped up but was not aware that she was injured. Suggested a way to secure the benches down, Mr. Dehlinger informed him that these benches were immediately removed from the boardwalk. Mr. Dehlinger has scheduled a meeting with IFA, September 28, to update IFA on how the port is doing and asked for two commissioners to attend. Treas. Thompson, Pres. Christian, and Vice Pres. Barbas requested to attend.

Sec. Martin made a motion to send the President and Treasurer to the IFA meeting. Second by Comm. Davis. Voting yes: unanimous.

Sec. Martin wanted to inform the public that the Port is current on the loan payments that are due, we are not behind on the latest payments and Mr. Dehlinger has done a great job at making sure that the money is accrued and set aside to fulfill the debt obligation. Comm. Davis wanted to make sure that they understood that the debt is not paid off but the payments are current for the first time in a long time.

6. Agenda Related Public Comments:

No agenda related public comments.

7. Old Business:

a. BC Fisheries Bare Ground Lease Amendment:

Treas. Thompson made the motion to accept the BC Fisheries Bare Ground Lease Amendment as written at \$.07 sq. ft. for ground and \$.63 sq. ft. for dock area, and signature authority being Pres. Christian and another Commissioners. Seconded by Vice Pres. Barbas. Voting Yes: Unanimous

Sec. Martin commented Pres. Christian and Vice Pres. Barbas did a good job representing the Port with Mr. Dehlinger and coming up with something that everyone agrees with and believes it's fair for all parties.

b. J. Sloane Hair Salon Lease Renewal:

Treas. Thompson made the motion to give the tenant a 30-day eviction notice due to the way the lease was handled. Motion dismissed.

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Pres. Christian clarified that the lease negotiations have been going on for eight months. At the special meeting, August 25, we had an executive session with the Port's attorney. When we came out of executive session we agreed to follow the attorney's advice on the fair lease that would protect the Port. Mr. Dehlinger was to present this lease to J. Sloane, which he did, and the lease was signed and turned back to the Port office. Doing further research we realized the lease that we handed in to J. Sloane was not the lease that came back to the Port. It was a 20-page lease that was retyped in the same font, and there were numerous changes and additions, and it was signed by Tabitha Wilson. Vice Pres. Barbas doesn't believe the tenant had any intent to put one over on the Port. Believes the core issue is insurance, and ask the board if they would be willing to reconsider since he is not convinced that the advice given by the Port Council was accurate. Sec. Martin stated that if the tenant wants to stay in the retail space, a lease has been approved by the board, all she has to do is sign the lease and she can lease the space and if she doesn't want to it goes to month-to-month and there may be other people that will be interested in that prime retail space. Pres. Christian asked if the new lease isn't signed and someone wants to come in and rent that space, then we just give notice to the tenant? Mr. Dehlinger said I believe so but I would check with Coffey first. The board asked to hear from Ms. Wilson. Ms. Wilson informed the board that she agrees this is taking a long time, was here in February and asked how the board came up with the base rent and didn't get any answers. Believes she is a valued part of this Port, keeps her property up so well and makes it beautiful here, pays on time and loves being here. Was advised at one time to have an attorney read the lease, Comm. Davis reminded her an attorney who holds a current bar. Ms. Wilson realized that her lease was at a \$1.28 and everyone else is below a \$1.05 and no one apologized for that error. Vice Pres. Barbas informed her that the Port does not have any obligation to charge different tenants the same amount and a can look at the different properties and feel that it is at different values. Understands her perspective, and can't speak for the prior board, but the previous board and current board made a commitment to try to even out those rates. When you say error, or overcharge the board does not agree with that assessment and do not feel that you were overcharged, but going forward we want to have more similar rates for the same building. Pres. Christian asked Ms. Wilson if she was willing to sign the lease that the board approved almost a month ago? Ms. Wilson asked is there any way that she can look over that lease since there has been so many changes. Pres. Christian stated that the board has already approved the lease, and Mr. Dehlinger can give you a copy of the lease but now the lease needs to be signed in the port office and would hope to see this lease signed in the next three days, and as far as she is concerned sees as there is no lease and should proceed.

Comm. Davis made the motion to have Ms. Wilson sign the Port lease that the port council wrote and the port board has approved for a term of 3 years and have it signed within 3 days or the board will proceed with an eviction notice. Second by Pres. Christian. Voting 4-1. Voting yes: Christian and Davis. Voting no: Martin, Thompson, and Barbas. Motion dismissed.

c. Commission Rules, Regulations, Duties and Responsibilities Policy:

Vice Pres. Barbas is happy with resolution 229 and has some questions about the proposed 9/8/17 draft, would like to see some major revisions. Pres. Christian asked if any of the commissioners had one item that they would like to see changed but if it's more than one item then suggested that the commissioner email Mr. Dehlinger about the changes and what concerns that you have, than Mr. Dehlinger can compile something. Treas. Thompson had an issue on page 66, it seems like I can go in and ask staff anything I want without ever going through Mr. Dehlinger and that's not fair to the staff and that's not fair to Mr. Dehlinger. Pres. Christian just reinstated to email Mr. Dehlinger with any changes.

d. Coast Guard Vessel in Boat Yard - update:

Mr. Dehlinger updated the board that he has not heard back from the Coast Guard auxiliary, they are going to be having a meeting to see if they would like to maintain the vessel. Did receive information from our insurance carrier, which the board was emailed, and asked if there are any questions. Vice Pres. Barbas suggested that there could be quite a bit of Travel Oregon money if we turned into a tourism project.

e. Harbor Sanitary District Joint Commissioner Meeting:

Mr. Dehlinger informed the board that they need to come up with a date. The board agreed to schedule it for October 11 at 7 PM at Harbor sanitary facility.

f. New Equipment Purchase – Telehandler:

Mr. Dehlinger informed the board that we need to replace the crane, these are all preliminary numbers, and if the board does approve this, I still have to ask IFA.

Treas. Thompson made the motion to allow Mr. Dehlinger to go forward with the purchase of the telehandler for the Port. Seconded by Comm. Davis.

Vice Pres. Barbas is very concerned with the cost and would like to consider another used crane.

Voting: 4-1 Voting yes: Martin, Thompson, Christian, and Davis. Voting no: Barbas. Motion passes.

g. RV Park Electrical Repair:

Mr. Dehlinger provided the board the engineer's recommendations asked the board if they would like for him to follow the engineer's recommendation.

Treas. Thompson made the motion to go ahead and make them all 30 AMP and look at some other recommendations to do later when we have some money.

Barbas had some concerns and doesn't know how much the quick fix will cost and doesn't think that it will suffice long-term. Favors not doing a quick fix but doing it in sections, and would much rather see quotes then doing the quick fix option. Mr. Dehlinger informed the board that he needs to know what they want to fix first, then can get a quote. Asked the board which way they want to go fix all the overloading systems, fixed between 29 - 57 or both?

Motion dismissed.

Mr. Dehlinger reminded the board that he has a limit of \$5,000, and if it is under that limit then he will just go with it, if it is over that limit than he will bring it back to the board for approval.

h. Wildfire & Camp Update:

Mr. Dehlinger reminded the board that they had most of the RV park and kite field but since then they have moved to the retail area for their washout, so the dollar amount went down to \$250 a

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day. They are staying there until the fire is over with, they are no longer in the RV park or kite field to consolidate their camps, but would've preferred to stay down here by the beach.

i. Port Counsel Written Statement of Work:

Vice Pres. Barbas suggested the following; under about this position section would like to mention the procurements and an resolution of legal claims against the port or claims made by the port to others, under responsibilities would like to add in construction, professional services, and property sales, under qualifications would like to strike the language specifically special districts, would like to add a references section, and under how to apply would like to would like for them to provide us a rate proposal, references, and proposed contract

Vice Pres. Barbas made a motion to move forward with the solicitation with those amendments.

Pres. Christian stated that she would like to see these changes before approving the document. Comm. Davis suggested to get these changes to Mr. Dehlinger and can email us with the changes. Tabled until next month.

8. New Business:

a. Pacifica Boat Basin, LLC Lease:

Pres. Christian was concerned due to the port having a lease that has been modeled through special districts and our attorney. Understands that different tenants will need different things but if are going to start changing leases feels that we need to be compensated for the work with our attorney, and doesn't want to get into another \$5000 bill to get a lease to the way the tenant wants. Representing the hotel was acting GM, Larry O'Neil, and was not quite sure about the verbiage. Treas. Thompson asked why do you need a new lease to take out your loan? Mr. O'Neil was unsure and assuming it's because the bank is requesting it so then Pacifica is requesting it. Vice Pres. Barbas does not see for the port sake why the lease needs to be negotiated and port counsel's advice is not to accept this new lease and perhaps have him renegotiate this with you.

Vice Pres. Barbas made the motion to report rejects this as presented but to welcome any further proposal. Seconded by Treas. Thompson.

Voting: 4-1. Voting yes: Martin, Thompson, Barbas, and Davis. Voting no: Christian. Motion passes.

b. Bell & Whistle Proposal:

Mr. Dehlinger stated that Bell and Whistle would like to expand where the port offices are, and if approved they would like to have this expansion done by April. Believed that there might be some concern over where the port office will go, but Mainbrace office might be available. Pres. Christian would like more clarification on who is going to be responsible.

Vice Pres. Barbas made the motion that if Mainbrace waves Gary is authorized to proceed with bell and whistle and moving the port office into the Mainbrace space. Seconded by Comm. Davis. Vote: 4-1. Voting yes: Thompson, Barbas, Christian, and Davis. Voting no: Martin. Motion passes.

Sec. Martin made the motion if Mainbrace gives notice that they are leaving that we schedule a special port meeting to discuss the Bell and Whistle lease again and this location of the port office. Second by Vice Pres. Barbas. Voting yes: unanimous.

c. Chetco Seafood (Catalyst Proposal):

Sec. Martin had a few questions for Mr. Dehlinger which he answered. Owner Willie Goergen discussed to own a building on port property is not very appealing due to recent events, and the building needs a lot of work. Pres. Christian asked if Mr. Goergen would be interested in purchasing the building, which he replied no and doesn't see the difference. Mr. Goergen suggested a short-term lease and then the option of purchasing. Vice Pres. Barbas suggested to offer them a discounted rate below our retail rate, but they would have the building maintenance obligation. Mr. Goergen had concerns regarding the cost of repairs. Pres. Christian would like to see quotes before making any agreements or proceeding, and would like to see a proposal showing with the lease option to buy. Item tabled.

d. Slugs N Stones N Ice Cream Cones Lease Renewal Request:

Treas. Thompson asked if I am correct do we own that building now, Mr. Dehlinger informed him that it is the same as Chetco Seafood and she's asking for another five years and then to revisit this.

Thompson made the motion to give her a five-year lease at the bare ground lease rate proposed at \$.07. Seconded by Comm. Davis.

Vice Pres. Barbas asked if the same deal will be presented to Chetco Seafood? Mr. Dehlinger suggested to look more into this and have it for a special meeting. Vice Pres. Barbas suggested to think of this as a triple net lease, owning only building in order to lease it to them and they're going to be responsible for the maintenance but we charge them more than bare land and less than the retail center.

Treas. Thompson withdrew his motion.

e. Procedures for Non-Paying Customers:

Mr. Dehlinger informed the board that we would like to use a surplus company to sell our items from nonpaying customers and Skylar Windham is looking for approval to use an online surplus company. Vice Pres. Barbas had some questions regarding rates, which Mr. Windham answered.

Vice Pres. Barbas made the motion to accept Public Surplus as the preferred method of auctioning vessels and equipment from nonpaying customers. seconded by Treas. Thompson. Voting Yes: Unanimous

f. Resolution No. 481, Authorizing the Sale of Port Real Property:

Treas. Thompson made the motion to approve Resolution 481, allowing the Port Manager to sales tax lot ID number 41-13-05db-110. Seconded by Sec. Martin. Voting Yes: Unanimous

Vice Pres. Barbas made the motion to give signature authority to Angi Christian and Andy Martin. Seconded by Comm. Davis. Voting yes: unanimous.

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9. **Commissioners Report:**

Commissioner Roy Davis: been working in the boatyard for quite some time and there's two guys who's really do all of work on the equipment and fixing the docks and is amazed by these two guys with how well they try to accommodate the customers. Give Alex and Mike a round of applause, they been putting on some amazing events at the port, and they have really stepped up. Thanks to Jan Barbas and Angi Christian for the dunk tank entertainment and the new board is doing an excellent job.

Vice President Jan Barbas: was asked to attend as a port representative for people organizing relief for the fire and so far, there is been two meetings and will be continuing. This is put on by Wild Rivers Foundation to collect donations and trying to find a nonprofit to disperse profits to the community and agrees with Treas. Thompson on how great port staff is doing.

President Angi Christian: the cleanup that I've seen going on is so nice and it still amazes me that this is all being done by such little staff that we have. It was easy to sit in the audience and think you know everything that's going on with the port but then you find out there so much more going on the don't even realize the staff is dealing with. It's a tough job that they're doing with such little help.

Treasure Roger Thompson: would like to congratulate the port for cleaning up the eyesore down the RV Park, it looks so nice down there. Thinks that this is the cleanest that he's seen the port since the 90s.

Secretary Andy Martin: wanted to inform the public of the closure of lingcod and rockfish and disappointed in how the State handled it. Would like for in the October meeting that the board discusses what we would like to see as an option and send a letter to the State with our comments and suggestions with what the regulations should be.

10. **Non-Agenda Related Public Comments:**

No non-agenda related public comments.

11. **Adjournment:**

The meeting was unanimously adjourned at 9:16 p.m.

Port Commissioner

FINANCIAL REPORT

DATE: *October 17, 2017*
RE: *Month End Report of Financial Activities for September 2017*
TO: *Port of Brookings Harbor, Board of Commissioners*
PRESENT BY: *Gary Dehlinger, Port Manager*

Accrual Basis – September 2017, Approximate Net Income (\$3,935)

BEACHFRONT RV PARK – NET INCOME \$16,688

- September Revenue - \$43,680. Expenses \$21,616
- September occupancy was 30%
- Loan Payment Amount \$3,674
- Depreciation Amount \$1,702
- Wildfire impact to the RV Park revenue from August thru September is estimated at \$51,030 loss.

BOAT YARD – NET INCOME (\$7,237)

- September Revenue - \$12,788. Expenses \$13,604
- 4 paying vessels
- 3 nonpaying vessels
- 5 abandon / Port vessels in the boat yard
- Loan Payment Amount \$4,659
- Depreciation Amount \$1,762
- Monthly rental for Reach Forklift \$5,199 included in the expenses

MARINA – NET INCOME (\$38,844)

- September Revenue - \$65,969. Expenses \$75,225
- 86 moorage slips
- 44 gear and boat storage rentals
- Loan Payment Amount \$14,860
- Depreciation Amount \$14,728

COMMERCIAL / RETAIL LEASES – NET INCOME \$20,733

- September Revenue - \$47,213. Expenses \$4,517
- 34 Land, dock and retail space leases
- Loan Payment Amount \$11,236

- Depreciation Amount \$10,727

FUEL DOCK – NET INCOME \$4,272

- September Revenue - \$42,041. Expenses \$35,182
- Purchased 14,789 gallons of diesel fuel and 0 gallons of non-ethanol
- Pumped 13,343 gallons of diesel and 869 gallons on non-ethanol to 69 vessels
- End of the month inventory for diesel 3,332 gallons and non-ethanol 2,034 gallons
- Loan Payment Amount \$1,754
- Depreciation Amount \$833

LAND USE EVENTS – NET INCOME \$453

- September Revenue - \$580. Expense \$127 (Electrical Meters - Boardwalk, Kite Field and Parking Lot)
- Saturday Market hosted by Chetco Brewing at the Boardwalk
- Oktoberfest at the Boardwalk hosted by Chetco Brewing
- Raining Cats & Dogs event at the Kite Field

TRANSFERS FROM GENERAL FUND

- Total transfers to Debt Service Fund \$23,893
- Total transfers to Bond Debt Fund \$10,010
- Total transfers to Capital Projects Fund \$2,000

DOCUMENTS

Packet #

• Month End Fund Report – September 2017, 1 page	23
• Check Register, 4 pages	24
• Balance Sheet as of September 30, 2017, 3 pages	28
• Profit & Loss September 2017 Budget Performance, 2 pages	31
• Profit & Loss September 2017, 4 pages	33
• Profit & Loss September Prev Year Comparison, 5 pages	37
• Beachfront RV Park September 2017 Guest Report, 1 page	42
• Beachfront RV Park Guest Forecast Report for Oct & Nov, 2 pages	43
• Commercial Retail Leases List, 2 pages	45

COMMISSIONERS ACTION

- Board review, discussion and approval of September 2017 Financial Report. Minimize processing

Port of Brookings Harbor
Profit & Loss by Class
RV PARK
September 2017

	Sep 17	
Ordinary Income/Expense		
Income		
4400 · RV PARK		
4410 · Space Rental	42,864.00	
4440 · Laundry & Showers	640.52	
4450 · Wood Sales	175.00	
Total 4400 · RV PARK	43,679.52	
Total Income	43,679.52	
Gross Profit	43,679.52	
Expense		
5010 · WAGES & SALARIES	5,667.38	
5060 · EMPLOYEE COSTS & BENEFITS	600.68	
6100 · REPAIRS & MAINTENANCE	1,972.59	
6200 · UTILITIES		
6210 · Telecommunications	153.81	
6220 · Electric	1,989.61	
6250 · Waste Management	6,678.96	\$5,030 dump fee's to demo laundromat building
6260 · Cable TV	497.45	
Total 6200 · UTILITIES	9,319.83	
6300 · OFFICE EXPENSE	602.00	
6350 · BANK SERVICE & FINANCE FEES	1,642.75	
6800 · INSURANCE; PROP & CAS, BOND	109.74	
6900 · PROFESSIONAL FEES	1,700.82	
Total Expense	21,615.79	
Net Ordinary Income	22,063.73	
Net Income	22,063.73	

Port of Brookings Harbor

Impact from 2017 Wildfire to RV Park

Month	Year	Total Park Revenue	Average Last Two Years	Difference from Average to Current Year
August	2015	96,816		
August	2016	96,634	96,725	
August	2017	78,456		18,269
Sept	2015	76,819		
Sept	2016	76,063	76,441	
Sept	2017	43,680		32,761

Total Difference

51,030

**Port of Brookings Harbor
Profit & Loss by Class
RV PARK
August 2015**

	<u>Aug 15</u>
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	94,459.00
4430 · Mini Mart	333.13
4440 · Laundry & Showers	1,339.00
4450 · Wood Sales	110.00
4470 · Misc Purchases & Sales	575.10
Total 4400 · RV PARK	<u>96,816.23</u>
Total Income	<u>96,816.23</u>
Gross Profit	<u>96,816.23</u>
Expense	
5010 · WAGES & SALARIES	3,760.00
5540 · MINI-MART (Cost of Goods)	813.20
6100 · REPAIRS & MAINTENANCE	1,690.87
6200 · UTILITIES	
6210 · Telecommunications	483.16
Total 6200 · UTILITIES	<u>483.16</u>
6300 · OFFICE EXPENSE	359.00
6350 · BANK SERVICE & FINANCE FEES	2,217.46
Total Expense	<u>9,323.69</u>
Net Ordinary Income	<u>87,492.54</u>
Other Income/Expense	
Other Expense	
8055 · CAPITAL PROJECTS/REPAIRS	-1,020.64
Total Other Expense	<u>-1,020.64</u>
Net Other Income	<u>1,020.64</u>
Net Income	<u><u>88,513.18</u></u>

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**Port of Brookings Harbor
Profit & Loss by Class
RV PARK
August 2016**

	<u>Aug 16</u>
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	91,357.98
4430 · Mini Mart	2,145.47
4440 · Laundry & Showers	3,095.25
4460 · Dump Charges	35.00
Total 4400 · RV PARK	<u>96,633.70</u>
Total Income	<u>96,633.70</u>
Gross Profit	<u>96,633.70</u>
Expense	
5010 · WAGES & SALARIES	8,588.01
5060 · EMPLOYEE COSTS & BENEFITS	720.15
5540 · MINI-MART (Cost of Goods)	1,131.13
6001 · ADVERTISING & NOTIFICATIONS	290.72
6100 · REPAIRS & MAINTENANCE	2,814.72
6200 · UTILITIES	
6210 · Telecommunications	273.20
6220 · Electric	2,965.32
6230 · Water	364.10
6240 · Sanitary	1,464.80
6250 · Waste Management	3,441.44
6260 · Cable TV	645.00
Total 6200 · UTILITIES	<u>9,153.86</u>
6300 · OFFICE EXPENSE	619.87
6350 · BANK SERVICE & FINANCE FEES	2,343.41
6500 · PERMITS, LICENSES, TAXES & MISC	24.80
6900 · PROFESSIONAL FEES	149.00
Total Expense	<u>25,835.67</u>
Net Ordinary Income	<u>70,798.03</u>
Net Income	<u><u>70,798.03</u></u>

**Port of Brookings Harbor
Profit & Loss by Class
RV PARK
August 2017**

	<u>Aug 17</u>
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	76,549.00
4440 · Laundry & Showers	1,247.25
4450 · Wood Sales	395.00
4460 · Dump Charges	10.00
4470 · Misc Purchases & Sales	255.00
Total 4400 · RV PARK	<u>78,456.25</u>
Total Income	<u>78,456.25</u>
Gross Profit	<u>78,456.25</u>
Expense	
5010 · WAGES & SALARIES	7,221.54
5060 · EMPLOYEE COSTS & BENEFITS	769.17
6001 · ADVERTISING & NOTIFICATIONS	87.50
6100 · REPAIRS & MAINTENANCE	4,691.25
6200 · UTILITIES	
6210 · Telecommunications	153.81
6220 · Electric	3,144.73
6230 · Water	667.60
6240 · Sanitary	2,771.89
6250 · Waste Management	7,362.78
6260 · Cable TV	398.68
6270 · Propane Gas	132.01
Total 6200 · UTILITIES	<u>14,631.50</u>
6300 · OFFICE EXPENSE	921.98
6350 · BANK SERVICE & FINANCE FEES	2,533.08
6600 · BAD DEBT	108.00
6800 · INSURANCE; PROP & CAS, BOND	109.74
6900 · PROFESSIONAL FEES	149.00
Total Expense	<u>31,222.76</u>
Net Ordinary Income	<u>47,233.49</u>
Net Income	<u><u>47,233.49</u></u>

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Port of Brookings Harbor Profit & Loss by Class

RV PARK

September 2015

	Sep 15
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	73,349.50
4430 · Mini Mart	2,792.80
4440 · Laundry & Showers	511.00
4450 · Wood Sales	150.00
4470 · Misc Purchases & Sales	16.08
Total 4400 · RV PARK	76,819.38
Total Income	76,819.38
Gross Profit	76,819.38
Expense	
5010 · WAGES & SALARIES	5,587.50
5540 · MINI-MART (Cost of Goods)	1,875.89
6100 · REPAIRS & MAINTENANCE	1,104.12
6200 · UTILITIES	
6210 · Telecommunications	447.21
6260 · Cable TV	693.00
Total 6200 · UTILITIES	1,140.21
6300 · OFFICE EXPENSE	359.00
6350 · BANK SERVICE & FINANCE FEES	1,945.85
6500 · PERMITS, LICENSES, TAXES & MISC	3.37
Total Expense	12,015.94
Net Ordinary Income	64,803.44
Other Income/Expense	
Other Expense	
8055 · CAPITAL PROJECTS/REPAIRS	-518.23
Total Other Expense	-518.23
Net Other Income	518.23
Net Income	65,321.67

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**Port of Brookings Harbor
Profit & Loss by Class
RV PARK
September 2016**

	<u>Sep 16</u>
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	73,334.00
4430 · Mini Mart	1,149.53
4440 · Laundry & Showers	1,554.25
4450 · Wood Sales	10.00
4460 · Dump Charges	15.00
Total 4400 · RV PARK	<u>76,062.78</u>
Total Income	<u>76,062.78</u>
Gross Profit	76,062.78
Expense	
5010 · WAGES & SALARIES	4,153.51
5060 · EMPLOYEE COSTS & BENEFITS	317.74
5540 · MINI-MART (Cost of Goods)	1,396.30
6001 · ADVERTISING & NOTIFICATIONS	370.50
6100 · REPAIRS & MAINTENANCE	5,555.36
6200 · UTILITIES	
6210 · Telecommunications	259.14
6220 · Electric	2,741.28
6230 · Water	375.50
6240 · Sanitary	1,506.55
6250 · Waste Management	4,911.81
6260 · Cable TV	844.53
Total 6200 · UTILITIES	<u>10,638.81</u>
6300 · OFFICE EXPENSE	613.42
6350 · BANK SERVICE & FINANCE FEES	1,951.80
6900 · PROFESSIONAL FEES	149.00
Total Expense	<u>25,146.44</u>
Net Ordinary Income	<u>50,916.34</u>
Net Income	<u><u>50,916.34</u></u>

Port of Brookings Harbor
Profit & Loss by Class
RV PARK

September 2017

	Sep 17
Ordinary Income/Expense	
Income	
4400 · RV PARK	
4410 · Space Rental	42,864.00
4440 · Laundry & Showers	640.52
4450 · Wood Sales	175.00
Total 4400 · RV PARK	43,679.52
Total Income	43,679.52
Gross Profit	43,679.52
Expense	
5010 · WAGES & SALARIES	5,667.38
5060 · EMPLOYEE COSTS & BENEFITS	600.68
6100 · REPAIRS & MAINTENANCE	1,972.59
6200 · UTILITIES	
6210 · Telecommunications	153.81
6220 · Electric	1,989.61
6250 · Waste Management	6,678.96
6260 · Cable TV	497.45
Total 6200 · UTILITIES	9,319.83
6300 · OFFICE EXPENSE	602.00
6350 · BANK SERVICE & FINANCE FEES	1,642.75
6800 · INSURANCE; PROP & CAS, BOND	109.74
6900 · PROFESSIONAL FEES	1,700.82
Total Expense	21,615.79
Net Ordinary Income	22,063.73
Net Income	22,063.73

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Port of Brookings Harbor
Profit & Loss by Class
BOAT YARD
September 2017

	Sep 17	
Ordinary Income/Expense		
Income		
4600 · BOATYARD		
4625 · Emergency Response & Repair		
4630 · Other Services & Sales	1,963.40	
4635 · Travel Lift Haul Out	3,944.70	
4640 · Labor	2,650.00	
4655 · Yard Days	4,229.53	
Total 4600 · BOATYARD	12,787.63	
Total Income	12,787.63	
Gross Profit	12,787.63	
Expense		
5010 · WAGES & SALARIES	4,862.88	
5060 · EMPLOYEE COSTS & BENEFITS	520.27	
6100 · REPAIRS & MAINTENANCE		
6110 · Maintenance & Repairs	439.27	
6115 · Services & Supplies	6,266.80	\$5,199 Reach Forklift
6125 · Tools-Under \$5,000	475.00	
Total 6100 · REPAIRS & MAINTENANCE	7,181.07	
6800 · INSURANCE; PROP & CAS, BOND	1,040.24	
Total Expense	13,604.46	
Net Ordinary Income	-816.83	
Net Income	-816.83	

Port of Brookings Harbor
Profit & Loss by Class
MARINA
September 2017

Sep 17

Ordinary Income/Expense

Income

4100 · MARINA/ADMINISTRATION

4120 · Finance Charges/Income	323.17
4130 · Boat Launch	1,935.00
4135 · Storage	1,820.50
4140 · Other Revenue	35.00
4300 · MOORAGE	27,084.36

Total 4100 · MARINA/ADMINISTRATION 31,198.03

Total Income 31,198.03

Gross Profit 31,198.03

Expense

5010 · WAGES & SALARIES	10,620.81
5060 · EMPLOYEE COSTS & BENEFITS	20,848.65
6001 · ADVERTISING & NOTIFICATIONS	702.10
6100 · REPAIRS & MAINTENANCE	3,948.48
6200 · UTILITIES	7,125.61
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	257.47
6320 · Leased Equipment(incl'g copier)	998.91
6330 · Dues, Subs & Pubs	10,894.23
6345 · Postage	355.77

Total 6300 · OFFICE EXPENSE 12,506.38

6350 · BANK SERVICE & FINANCE FEES 893.40

6500 · PERMITS, LICENSES, TAXES & MISC 42.64

6600 · BAD DEBT 3.44

6800 · INSURANCE; PROP & CAS, BOND 6,288.61

6900 · PROFESSIONAL FEES

6920 · Audit	4,000.00	Grimstad & Associates audit for FY 2016-17
6925 · Consultants	6,100.00	Bathymetric Survey of the Basins
6935 · Legal	1,918.38	
6955 · Payroll Administration Fee	226.70	

Total 6900 · PROFESSIONAL FEES 12,245.08

Total Expense 75,225.20

Net Ordinary Income -44,027.17

Other Income/Expense

Other Income

7000 · PROPERTY TAX	964.50
7110 · DONATIONS & RESTITUTIONS	4,730.83
7130 · Sale of Assets	29,076.00

Total Other Income 34,771.33

Net Other Income 34,771.33

Net Income -9,255.84

SDAO & OPMA Membership annual dues

Grimstad & Associates audit for FY 2016-17

Bathymetric Survey of the Basins

Dredge materials sold to Coos Bay

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Port of Brookings Harbor
Profit & Loss by Class
COMMERCIAL RETAIL
September 2017

	<u>Sep 17</u>
Ordinary Income/Expense	
Income	
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	46,689.65
4211 · CR/ Electric	214.60
4212 · CR/ Water	79.00
4214 · CR/ Sewer	32.08
4222 · CPI-U	198.16
Total 4200 · COMMERCIAL RETAIL	<u>47,213.49</u>
Total Income	<u>47,213.49</u>
Gross Profit	<u>47,213.49</u>
Expense	
5010 · WAGES & SALARIES	297.16
5060 · EMPLOYEE COSTS & BENEFITS	31.21
6100 · REPAIRS & MAINTENANCE	86.15
6200 · UTILITIES	2,264.59
6500 · PERMITS, LICENSES, TAXES & MISC	50.00
6800 · INSURANCE; PROP & CAS, BOND	748.76
6900 · PROFESSIONAL FEES	1,039.50
Total Expense	<u>4,517.37</u>
Net Ordinary Income	<u>42,696.12</u>
Net Income	<u><u>42,696.12</u></u>

Port of Brookings Harbor
Profit & Loss by Class
FUEL DOCK
September 2017

	<u>Sep 17</u>
Ordinary Income/Expense	
Income	
4500 · FUEL SALES	<u>41,512.18</u>
Total Income	<u>41,512.18</u>
Gross Profit	41,512.18
Expense	
5010 · WAGES & SALARIES	653.64
5060 · EMPLOYEE COSTS & BENEFITS	69.71
6150 · FUEL purchased for resale	33,588.45
6200 · UTILITIES	517.44
6350 · BANK SERVICE & FINANCE FEES	352.53
6500 · PERMITS, LICENSES, TAXES & MISC	0.48
Total Expense	<u>35,182.25</u>
Net Ordinary Income	<u>6,329.93</u>
Net Income	<u><u>6,329.93</u></u>

Port of Brookings Harbor
Profit & Loss by Class
LAND USE
September 2017

	<u>Sep 17</u>
Ordinary Income/Expense	
Income	
4900 · LAND USE EVENTS	580.00
Total Income	<u>580.00</u>
Gross Profit	580.00
Expense	
6200 · UTILITIES	
6220 · Electric	126.60
Total 6200 · UTILITIES	<u>126.60</u>
Total Expense	<u>126.60</u>
Net Ordinary Income	<u>453.40</u>
Net Income	<u><u>453.40</u></u>

PORT OF BROOKINGS HARBOR

MONTH END FUND REPORT – SEPTEMBER 2017

GENERAL FUND

- \$ 50,649 General Fund
 - \$ 42,007 Fuel Dock Account
 - \$ 1,815 Cash on Hand/Petty Cash (RV Park, fuel dock and office)
 - \$ 94,471 Total Cash General Fund **30-Day reserve amount \$181,789 (without depreciation)**
-

REVENUE BOND FUND - Restricted

- \$130,648 Revenue Bond Fund \$143,132 Yearly (\$13,012 must remain in fund)
USDA Loan - \$130,120, payment due Nov 5th – Week 41
(\$2,502.30 average each week to reach payment, currently \$0 short)
-

DEBT SERVICE FUND - Restricted

- \$ 12,920 Debt Service Fund \$62,500 Quarterly (IFA Business Oregon)
Week 1, next payment due Dec 31 (6 payments behind approx. \$330,581)
(\$4,807.69 average each week to reach payment, currently \$0 short)
 - \$ 3,506 Travel Lift Lease monthly payment, Week 2. Monthly payment \$4,659
-

CAPITAL PROJECTS FUND - Restricted

- \$ 59,466 Capital Projects Fund
Projects: FEMA & HMGP Basin 1 Dock Piling (Postponed to FY 2018-19)
OSMB Boat Launch Boarding Dock Replacement
Completed 7-12-17 Repair & Upgrade Retail Sewer Tank and Enclosure
Reopen 7-13-17 Repair & Upgrade Kite Field Restrooms
Repair & Upgrade Kite Field Basin Slopes
Repair & Upgrade Fuel Dock Ramp and Slopes
Demoed Sept '17 Replace RV Park Laundromat
Repair & Upgrade Commercial Receiving Dock
Repair & Upgrade Slugs N Stones Sewer Tank
Purchased Sept '17 Install Trench Drain at Boat Launch Ramp
Completed Aug '17 Install Rock Landscaping at Boat Launch Parking Lot
-

RESERVE FUND - Restricted

- \$ 11,000 Reserve Fund
(\$5,296,203 Based on current depreciation - draft list)
-

- \$217,540 Total Restricted Cash
- \$312,011 Total Cash

Port of Brookings Harbor

General Funds (Check Register)

Sept 1, 2017 - Sept 30, 2017

Type	Date	Num	Name	Memo	Amount
1001 - CASH & CASH EQUIVALENTS					
1002 - General Funds Ckg 3634					
Bill Pmt -Check	09/06/2017		Del-Cur Supply Co-op	QuickBooks generated zero amount transaction for bill payment stub	
Bill Pmt -Check	09/06/2017		Spec Dist Assoc of OR- Workers Comp	QuickBooks generated zero amount transaction for bill payment stub	
Transfer	09/12/2017			Hunters Offshore ch#5351 Gear Storage \$621.00 & Utilities \$112.39	733.39
Transfer	09/25/2017			Funds Transfer-Sept Lease Pmt TRANSFER TO GENERAL FUND	923.24
Check	09/05/2017	DEBIT	Elavon	AUGUST 2017 MERCHANT SERVICE FEE ACCT#316	-765.42
Check	09/05/2017	DEBIT	Elavon	AUGUST 2017 Merchant Service Fee - acct#873 Ventek	-85.75
Check	09/05/2017	DEBIT	Elavon	AUGUST 2017 MERCHANT SERVICE FEE ACCT#902	-1,642.75
Check	09/08/2017	DEBIT	ADP	Advice of Debit #499333960 PAYROLL 09/30/17	-113.35
Check	09/22/2017	DEBIT	ADP	Advice of Debit #500032415 PAYROLL 09/13/2017	-113.35
Bill Pmt -Check	09/18/2017	DEBIT	Pitney Bowes, Inc.	Power Postage Acct# 8000-9000-0324-9186 Confirmation Code: 11	-300.00
Check	09/12/2017	DEBIT	Elavon	Chargeback for Space Rental transaction date 08/14/17 Cynthia W	-135.00
Check	09/09/2017	DEBIT	Elavon	Chargeback Case No. 1028653711 Cynthia Wills \$32.00	-32.00
Check	09/09/2017	DEBIT	Elavon	Chargeback CASE No.1028653712 Cynthia Wills \$22.00	-22.00
Check	09/20/2017	DEBIT	Umpqua Bank (Service fees)	STORE CURRENCY DEPOSITED & SOLD FOR 08/17	-41.54
Check	09/14/2017	EFT	Capital Projects Fund	EFT for Pmt to Kerrs Ace invoice#395909 for Sani-Sailor MAP Grar	-7.16
General Journal	09/06/2017	IFA 9/6		To transfer to Debt Service funds for 3rd QTR IFA 2017 Pmt	-4,808.00
General Journal	09/06/2017	LIFT 9/6		To transfer to Debt Service funds for SEPT 2017 Travellift payment	-1,167.00
General Journal	09/06/2017	RESV 9/6		To transfer to Capital Projects Reserve Fund	-1,000.00
General Journal	09/06/2017	USDA 9/6		To transfer to USDA Revenue Bond - savings for November 2017 p	-2,503.00
General Journal	09/13/2017	PAY 9/13		Rec 09/13/2017 payroll-INCLUDES US BANK SEP IRA PMT CHEC	-13,413.24
General Journal	09/13/2017	TAX 9/13		Rec 09/13/2017 payroll Taxes	-4,832.32
General Journal	09/14/2017	IFA 9/14		To transfer to Debt Service funds for 3rd QTR IFA 2017 Pmt	-4,807.70
General Journal	09/14/2017	LIFT 9/14		To transfer to Debt Service funds for Sept 2017 Travellift payment	-1,165.00
General Journal	09/14/2017	RESV 9/14		To transfer to Capital Projects Reserve Fund	-1,000.00
General Journal	09/14/2017	USDA 9/14		To transfer to USDA Revenue Bond - savings for November 2017 p	-2,502.30
General Journal	09/19/2017	IFA 9/19		To transfer to Debt Service funds for 3rd QTR IFA 2017 Pmt	-4,807.00
General Journal	09/19/2017	LIFT 9/19		To transfer to Debt Service funds for OCT 2017 Travellift payment	-1,165.00
General Journal	09/19/2017	USDA 9/19		To transfer to USDA Revenue Bond - savings for November 2017 p	-2,502.00
General Journal	09/27/2017	TAX 9/26		Rec 09/27/2017 payroll Taxes	-4,788.93
General Journal	09/27/2017	PAY 9/27		Rec 09/27/2017 payroll-INCLUDES US BANK SEP IRA PMT CHEC	-13,333.48
General Journal	09/28/2017	IFA 9/28		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	-4,808.00

Port of Brookings Harbor
General Funds (Check Register)
Sept 1, 2017 - Sept 30, 2017

Type	Date	Num	Name	Memo	Amount
General Journal	09/28/2017	LIFT 9/28		To transfer to Debt Service funds for OCT 2017 Travelift payment	-1,165.00
General Journal	09/28/2017	USDA 9/28		To transfer to USDA Revenue Bond - savings for November 2017 p	-2,503.00
Check	09/06/2017	8286	Carlion, Gustavo	Refund for Key Deposit	-20.00
Bill Pmt -Check	09/06/2017	8287	BI-MART	Account #931481	-89.92
Bill Pmt -Check	09/06/2017	8288	Fastenal Industrial Supplies	Customer No.ORBRIK0013	-2,337.77
Bill Pmt -Check	09/06/2017	8289	Gold Beach Lumber Yard, Inc.	Account #776	-14.03
Bill Pmt -Check	09/06/2017	8290	Kerr's Ace Hardware Inc	Customer#56	-68.52
Bill Pmt -Check	09/06/2017	8291	NAPA Auto Part	ACCT#60285	-83.47
Bill Pmt -Check	09/06/2017	8292	Pitney Bowes Global Lease	LEASE ACCT#0017098499	-415.41
Bill Pmt -Check	09/06/2017	8293	Quill Corporation	ACCT#1932158	-319.98
Bill Pmt -Check	09/06/2017	8294	South Coast Knight Security	Patrol for AUGUST 2017	-1,000.00
Bill Pmt -Check	09/06/2017	8295	Western Communications	ACCT# 816180	-320.14
Bill Pmt -Check	09/06/2017	8296	Xerox Capital Services, LLC	07/24/17-08/24/17 XEROX PRINTER WC6655X	-68.07
Bill Pmt -Check	09/06/2017	8297	Xerox Capital Services, LLC	W7970 PRINTER SER.BOW-592355 - 07/21/17-08/21/17	-930.84
Bill Pmt -Check	09/14/2017	8299	Curry Equipment	Pressure Washer & Chain Saw Maintenance	-565.19
Bill Pmt -Check	09/14/2017	8300	Curry Transfer & Recycling	Account #2040-2434-001 08/01/2017-08/31/2017	-11,074.47
Bill Pmt -Check	09/14/2017	8301	Double 'E' Engineering, LLC	Electrical Engineering Evaluation for repair RV Park power failure	-1,551.82
Bill Pmt -Check	09/14/2017	8302	Eureka Oxygen Co.	AUGUST 2017 Monthly Cylinder Rental	-152.87
Bill Pmt -Check	09/14/2017	8303	Gowman Electric, Inc.	Replaced a bad 30A plug on the transient dock (Miss Emily).	-120.00
Bill Pmt -Check	09/14/2017	8304	Harbor Sanitary District	AUGUST 2017 Sanitary Bill	-5,667.54
Bill Pmt -Check	09/14/2017	8305	Harbor Water District P.U.D.	7/21-8/20 SERVICE/WATER BILL	-2,196.52
Bill Pmt -Check	09/14/2017	8306	KDRV News Watch 12	WEATHER CAM NETWORK SPONSOR / DIGITAL 8/1/17-8/31/17	-500.00
Bill Pmt -Check	09/14/2017	8307	Kerr's Ace Hardware Inc	Customer#56	-330.65
Bill Pmt -Check	09/14/2017	8308	NAPA Auto Part	ACCT#60285	-152.86
Bill Pmt -Check	09/14/2017	8309	Quill Corporation	ACCT#1932158	-235.90
Bill Pmt -Check	09/14/2017	8310	Roto Rooter	2940-522445-001	-390.00
Bill Pmt -Check	09/14/2017	8311	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414	-1,223.00
Bill Pmt -Check	09/14/2017	8312	Peterson Cat Rental Store	Account#4799830 Telehandler Rental 8/10/17-9/7/17	-5,499.48
Bill Pmt -Check	09/19/2017	8313	Gold Beach Lumber Yard, Inc.	Account #776	-306.70
Bill Pmt -Check	09/19/2017	8314	Spec Dist Assoc of OR- Workers Comp	Cust #02-0016414	-9,143.47
Bill Pmt -Check	09/19/2017	8315	Spec Dist Assoc of OR- Healthcare	Customer #: 03-0016414	-5,990.55
Bill Pmt -Check	09/19/2017	8316	Spec Dist Assoc of OR- Prop & Cas	Policy#31P16414-203 Customer ID: 01-16414	-8,187.35
Bill Pmt -Check	09/19/2017	8317	Stebbins Coffey & Collins	LEGAL ASSISTANCE AUGUST 2017	-2,799.88

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Port of Brookings Harbor General Funds (Check Register)

Sept 1, 2017 - Sept 30, 2017

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/20/2017	8318	Harbor Sanitary District	Plan Review - Slugs n Stones Septic upgrade	-50.00
Bill Pmt -Check	09/20/2017	8319	NAPA Auto Part	ACCT#60285	-15.76
Check	09/20/2017	8320	Public Surplus	VOID: Set up ACH Paymnt Enrollment Form	-4.84
Bill Pmt -Check	09/27/2017	8322	Del-Cur Supply Co-op	Caps/Plugs for plumbing @ laundromat RV Park	-702.14
Bill Pmt -Check	09/27/2017	8323	Fastenal Industrial Supplies	Customer No. ORBRK0013	-39.29
Bill Pmt -Check	09/27/2017	8324	Grainger	ACCT# 822663001	-147.00
Bill Pmt -Check	09/27/2017	8325	In-Motion Graphics and Design, LLC	MAGNETS 12X19 with Logo	-602.00
Bill Pmt -Check	09/27/2017	8326	Lease Finance Partners	LEASE#00040031070	-4,472.22
Bill Pmt -Check	09/27/2017	8327	Rogue Credit Union	ACCT #306-89 CARD#8593	-154.48
Bill Pmt -Check	09/27/2017	8328	Quill Corporation	ACCT#1932158	-158.00
Bill Pmt -Check	09/27/2017	8329	State Courts	Demand a Jury Trial - Claim over \$750.00 - Gary Klein & Leroy Bloc	-565.00
Check	09/29/2017	8330	Waters, John	Refund to Customer; wishes not to renew slip	-142,539.79
Total 1002 - General Funds Ckg 3634					
1003 - FUEL DOCK					
Transfer	09/12/2017			Hunters Offshore ch#5351 Gear Storage \$621.00 & Utilities \$112.39	-733.39
Check	09/05/2017	DEBIT	Elavon	AUGUST 2017 MERCHANT SERVICE FEE ACCT#951	-352.53
Bill Pmt -Check	09/06/2017	8285	Carson	CUSTOMER # 76-0011262	-8,928.56
Bill Pmt -Check	09/14/2017	8298	Carson	CUSTOMER # 76-0011262 DELIVERY 9/7/17 ULSD#2MARINE BL	-18,951.50
Bill Pmt -Check	09/27/2017	8321	Carson	CUSTOMER # 76-0011262	-6,642.46
Total 1003 - FUEL DOCK					
1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 - CASH & CASH EQUIVALENTS - Other					
Total 1001 - CASH & CASH EQUIVALENTS					
1004 - RESTRICTED - CASH/EQUIVALENTS					
1005 - Capital Projects Fund 8018					
Transfer	09/25/2017			Funds Transfer-Sept Lease Pmt TRANSFER TO GENERAL FUND	-923.24
Bill Pmt -Check	09/14/2017	140	Kerr's Ace Hardware Inc	Customer#56- Supplies for Santi-Sailor (MAP Grant)	-7.16
Bill Pmt -Check	09/27/2017	141	Star Rentals Inc	176225	-13,356.35
Total 1005 - Capital Projects Fund 8018					
1007 - USDA BOND MM 9529					
General Journal	09/06/2017	USDA 9/6		To transfer to USDA Revenue Bond - savings for November 2017 p	2,503.00
General Journal	09/14/2017	USDA 9/14		To transfer to USDA Revenue Bond - savings for November 2017 p	2,502.30
General Journal	09/19/2017	USDA 9/19		To transfer to USDA Revenue Bond - savings for November 2017 p	2,502.00

Port of Brookings Harbor General Funds (Check Register)

Sept 1, 2017 - Sept 30, 2017

Type	Date	Num	Name	Memo	Amount
General Journal	09/28/2017	USDA 9/28		To transfer to USDA Revenue Bond - savings for November 2017 p	2,503.00
Total 1007 - USDA BOND MM 9529					10,010.30
1008 - Debt Service Fund MM 8627					
General Journal	09/06/2017	IFA 9/6		To transfer to Debt Service funds for 3rd QTR IFA 2017 Pmt	4,808.00
General Journal	09/14/2017	IFA 9/14		To transfer to Debt Service funds for 4TH QTR IFA 2017 Pmt	4,807.70
General Journal	09/19/2017	IFA 9/19		To transfer to Debt Service funds for 4TH QTR IFA 2017 Pmt	4,807.00
General Journal	09/28/2017	IFA 9/28		To transfer to Debt Service funds for 4th QTR IFA 2017 Pmt	4,808.00
Bill Pmt -Check	09/14/2017	1009	Infrastructure Finance Authority	3rd QTR 2017	-62,500.00
					-43,269.30
Check					
	09/22/2017	DEBIT	m2 Lease LLC	Customer #107104 Loan#110561 Pmt #11	-4,659.00
General Journal	09/06/2017	LIFT 9/6		To transfer to Debt Service funds for SEPT 2017 Travelift payment	1,167.00
General Journal	09/14/2017	LIFT 9/14		To transfer to Debt Service funds for SEPT 2017 Travelift payment	1,165.00
General Journal	09/19/2017	LIFT 9/19		To transfer to Debt Service funds for OCT 2017 Travelift payment	1,165.00
General Journal	09/28/2017	LIFT 9/28		To transfer to Debt Service funds for OCT 2017 Travelift payment	1,165.00
					3.00
Total 1008 - Debt Service Fund MM 8627					-43,266.30
Total 1004 - RESTRICTED - CASH/EQUIVALENTS					-47,542.75
TOTAL					-225,690.98

Port of Brookings Harbor
Balance Sheet
As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1001 · CASH & CASH EQUIVALENTS	
1002 · General Funds Ckg 3634	50,649.41
1003 · FUEL DOCK	42,007.34
Total 1001 · CASH & CASH EQUIVALENTS	92,656.75
1004 · RESTRICTED - CASH/EQUIVALENTS	
1005 · Capital Projects Fund 8018	59,465.83
1006 · RESERVE FUND	11,000.00
1007 · USDA BOND MM 9529	130,648.20
1008 · Debt Service Fund MM 8627	
IFA LOAN SAVINGS	12,920.01
TRAVEL LIFT	3,506.00
Total 1008 · Debt Service Fund MM 8627	16,426.01
Total 1004 · RESTRICTED - CASH/EQUIVALENTS	217,540.04
1012 · Cash on Hand/Petty Cash	
1014 · Office/Financial Assistant	94.85
1015 · Fuel Dock Cash Drawer	400.00
1018 · RV Park Cash Drawer	920.00
1022 · Office/Danielle	200.00
1023 · Office/Skylar	200.00
Total 1012 · Cash on Hand/Petty Cash	1,814.85
Total Checking/Savings	312,011.64
Accounts Receivable	
1200 · Accounts Receivable Account	44,171.78
Total Accounts Receivable	44,171.78
Other Current Assets	
1210 · A/R-Auditor Adjustment Account	14,926.01
1305 · FUEL Inventory	15,675.59
1310 · Prepaid Insurance	14,081.00
1320 · Due from Other Port Funds	
1322 · Due from Capital Projects Fund	22,093.22
Total 1320 · Due from Other Port Funds	22,093.22
1330 · Trans out to Other Port Funds	
1334 · Trans out to Capital Proj Fund	49,401.44
1336 · Trans out to Reserve Fund	10,000.00
1338 · Trans out to USDA Bond Fund	70,577.60
1340 · Trans out to Debt Service Fund	79,204.39
Total 1330 · Trans out to Other Port Funds	209,183.43
1400 · RECEIVABLES	
1405 · Grants Receivables	
1408 · Dock Renovation L16010	1,520,579.00
Total 1405 · Grants Receivables	1,520,579.00

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Port of Brookings Harbor
Balance Sheet
As of September 30, 2017

	<u>Sep 30, 17</u>
Total 1400 · RECEIVABLES	1,520,579.00
1499 · Undeposited Funds	1,403.52
Total Other Current Assets	<u>1,797,941.77</u>
Total Current Assets	2,154,125.19
Fixed Assets	
1600 · Fixed Asset	
1605 · Construction in Progress	317,006.75
1610 · Land	2,537,448.00
1620 · Buildings & Docks	15,257,991.68
1630 · Equipment	
1632 · 50 BFMII Travelift Mobile Boat	343,750.00
1635 · Ford F250 Truck	25,701.50
1630 · Equipment - Other	190,982.00
Total 1630 · Equipment	<u>560,433.50</u>
Total 1600 · Fixed Asset	18,672,879.93
1690 · Allowance for depreciation	<u>-5,296,202.00</u>
Total Fixed Assets	<u>13,376,677.93</u>
TOTAL ASSETS	<u><u>15,530,803.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · General Fund Accts Payable	31,744.05
Total Accounts Payable	<u>31,744.05</u>
Credit Cards	
2008 · RCU VISA ACCT	368.31
Total Credit Cards	<u>368.31</u>
Other Current Liabilities	
2012 · ACCRUED BENEFITS	22,830.55
2015 · DEFERRED REVENUE	14,926.01
2020 · Security Deposits C/R	10,586.53
2022 · Key Deposit	500.00
2026 · Deposits Payable	1,000.00
2100 · Payroll Liabilities	
Employee Benefits	
2114 · Dental Insurance/Dependents	19.16
2116 · Medical Ins./Dependents	250.49
Total Employee Benefits	<u>269.65</u>
Total 2100 · Payroll Liabilities	269.65
2120 · Due to Other Port Funds	
2122 · Due to Capital Projects Fund	22,093.22
Total 2120 · Due to Other Port Funds	<u>22,093.22</u>
2130 · Trans in to Other Port Funds	
2134 · Trans in to Capital Proj Fund	49,401.44

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**Port of Brookings Harbor
Balance Sheet
As of September 30, 2017**

	<u>Sep 30, 17</u>
2136 · Trans in to Reserve Fund	10,000.00
2138 · Trans in to USDA Bond Fund	70,577.60
2140 · Trans in to Debt Service Fund	<u>79,204.39</u>
Total 2130 · Trans in to Other Port Funds	209,183.43
2150 · Current Portion of LT Debt	<u>1,158,799.00</u>
Total Other Current Liabilities	<u>1,440,188.39</u>
Total Current Liabilities	<u>1,472,300.75</u>
Long Term Liabilities	
2200 · Notes Payable	
Revenue Bonds Payable	
2280 · USDA #97-02	<u>1,287,801.78</u>
Total Revenue Bonds Payable	1,287,801.78
2205 · 50 BFMII Travelift Mobile Boat	288,042.24
2235 · Land Purchase-Kyle Aubin	16,704.00
2250 · OEDD/Restructure Prin Pmts	
IFA/OBDD LOANS	
2256 · IFA/OBDD #520139/Boardwalk	87,249.42
2257 · IFA/OBDD #525172/RV Park Improv	147,099.58
2258 · IFA/OBDD #525176/Green Bldg	325,301.21
2259 · IFA/OBDD #525181/EurekaFishery	<u>215,213.66</u>
Total IFA/OBDD LOANS	774,863.87
IFA/SPWF LOANS	
2261 · IFA/SPWF L02009/Cold Storage	877,903.22
2263 · IFA/SPWF L96003/RV Park Beach	92,379.42
2264 · IFA/SPWF L98004/Dock Improv	247,745.85
2265 · L02001/Marine Fueling Dock	221,042.92
2266 · X03004/Eureka Fishery Invoice	233,788.50
2267 · L16010/Comm Rec Dock Reno	<u>1,520,579.00</u>
Total IFA/SPWF LOANS	<u>3,193,438.91</u>
Total 2250 · OEDD/Restructure Prin Pmts	<u>3,968,302.78</u>
Total 2200 · Notes Payable	5,560,850.80
2206 · INTEREST PAYABLE RESTRICTED	43,657.00
2207 · Accrued interest payable	2,605,943.00
2290 · Less current portion	<u>-1,158,799.00</u>
Total Long Term Liabilities	<u>7,051,651.80</u>
Total Liabilities	8,523,952.55
Equity	
2900 · Port Equity Account	7,162,741.28
3900 · RETAINED EARNINGS	-349,519.67
Net Income	<u>193,628.96</u>
Total Equity	<u>7,006,850.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,530,803.12</u></u>

Port of Brookings Harbor
Profit & Loss Budget Performance
July through September 2017

	Jul - Sep 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
4100 · MARINA/ADMINISTRATION	138,627.07	731,532.00	18.95%
4200 · COMMERCIAL RETAIL	125,899.93	559,042.00	22.52%
4400 · RV PARK	245,251.64	545,395.00	44.97%
4500 · FUEL SALES	149,919.47	564,761.00	26.55%
4600 · BOATYARD	30,945.25	222,240.00	13.92%
4900 · LAND USE EVENTS	3,870.00	12,100.00	31.98%
Total Income	694,513.36	2,635,070.00	26.36%
Gross Profit	694,513.36	2,635,070.00	26.36%
Expense			
5000 · PERSONNEL SERVICES/PAYROLL			
5010 · WAGES & SALARIES	99,787.58	452,006.00	22.08%
5060 · EMPLOYEE COSTS & BENEFITS	53,765.57	144,250.00	37.27%
5540 · MINI-MART (Cost of Goods)			
6000 · MATERIALS & SERVICES			
6001 · ADVERTISING & NOTIFICATIONS	4,137.75	6,549.00	63.18%
6100 · REPAIRS & MAINTENANCE	44,558.41	241,072.00	18.48%
6150 · FUEL purchased for resale	119,958.63	440,400.00	27.24%
6200 · UTILITIES	81,530.51	316,389.00	25.77%
6300 · OFFICE EXPENSE	17,621.50	53,806.00	32.75%
6350 · BANK SERVICE & FINANCE FEES	9,373.00	28,505.00	32.88%
6400 · TRAVEL & ENTERTAINMENT		2,340.00	
6500 · PERMITS, LICENSES, TAXES & MISC	3,239.41	20,208.00	16.03%
6585 · HARBOR RFPD SERVICE		15,000.00	
6600 · BAD DEBT	112.44	5,507.00	2.04%
6800 · INSURANCE; PROP & CAS, BOND	25,785.05	96,852.00	26.62%
6900 · PROFESSIONAL FEES	21,524.63	63,272.00	34.02%
Total Expense	481,394.48	1,886,156.00	25.52%
Net Ordinary Income	213,118.88	748,914.00	28.46%
Other Income/Expense			
Other Income			
7000 · PROPERTY TAX	3,524.85	205,000.00	1.72%
7100 · INTEREST INCOME	36.03		
7110 · DONATIONS & RESTITUTIONS	6,730.83		100.0%
7130 · Sale of Assets	29,076.00		
7200 · GRANT REVENUES		1,880,213.00	
7300 · FEMA REVENUE		819,761.00	
Total Other Income	39,367.71	2,904,974.00	1.36%
Other Expense			
8055 · CAPITAL PROJECTS/REPAIRS	32,433.82	65,000.00	49.9%
8100 · FEMA EXPENSES	742.00	1,000,000.00	0.07%
8200 · GRANT EXPENSES	21,099.57	529,785.00	3.98%
8400 · DEBT SERVICE FUND	4,582.24	17,237.00	26.58%

Port of Brookings Harbor
Profit & Loss Budget Performance
July through September 2017

	<u>Jul - Sep 17</u>	<u>Budget</u>	<u>% of Budget</u>
8600 · USDA REVENUE BOND		64,372.00	
Total Other Expense	<u>58,857.63</u>	<u>1,676,394.00</u>	<u>3.51%</u>
Net Other Income	<u>-19,489.92</u>	<u>1,228,580.00</u>	<u>-1.59%</u>
Net Income	<u>193,628.96</u>	<u>1,977,494.00</u>	<u>9.79%</u>

Port of Brookings Harbor
Profit & Loss
September 2017

	Sep 17
Ordinary Income/Expense	
Income	
4100 · MARINA/ADMINISTRATION	
4120 · Finance Charges/Income	324.17
4130 · Boat Launch	1,935.00
4135 · Storage	1,820.50
4140 · Other Revenue	35.00
4300 · MOORAGE	
4310 · Commercial Slip Rent	7,701.76
4320 · Recreational Slip Rent	13,698.89
4325 · Transient	1,610.94
4340 · Moorage Electric	2,572.77
4350 · Other Fees	1,500.00
Total 4300 · MOORAGE	27,084.36
Total 4100 · MARINA/ADMINISTRATION	31,199.03
4200 · COMMERCIAL RETAIL	
4210 · Commercial Retail Lease	46,689.65
4211 · CR/ Electric	214.60
4212 · CR/ Water	79.00
4214 · CR/ Sewer	32.08
4222 · CPI-U	198.16
Total 4200 · COMMERCIAL RETAIL	47,213.49
4400 · RV PARK	
4410 · Space Rental	42,864.00
4440 · Laundry & Showers	640.52
4450 · Wood Sales	175.00
Total 4400 · RV PARK	43,679.52
4500 · FUEL SALES	42,041.37
4600 · BOATYARD	
4625 · Emergency Response & Repair	
4630 · Other Services & Sales	1,963.40
4635 · Travel Lift Haul Out	3,944.70
4640 · Labor	2,650.00
4655 · Yard Days	4,229.53
Total 4600 · BOATYARD	12,787.63
4900 · LAND USE EVENTS	
4910 · Grounds Use Fee	580.00
Total 4900 · LAND USE EVENTS	580.00
Total Income	177,501.04
Gross Profit	177,501.04
Expense	
5010 · WAGES & SALARIES	
5012 · OFFICE STAFF	
5014 · Salary/Port Manager	6,058.08
5016 · Wages/Port Office	7,189.05

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Port of Brookings Harbor
Profit & Loss
September 2017

	Sep 17
5018 · Wages/RV Park	5,349.62
Total 5012 · OFFICE STAFF	18,596.75
5020 · OPERATIONS STAFF	
5021 · Wages/Boatyard	4,224.41
5022 · Wages/Comm Retail	270.38
5023 · Wages/Fuel Dock	559.14
5025 · Wages/Marina	3,055.52
5020 · OPERATIONS STAFF - Other	203.04
Total 5020 · OPERATIONS STAFF	8,312.49
5040 · OVERTIME	
5042 · OFFICE/OVERTIME	
5044 · Overtime/Port Office	144.12
5046 · Overtime/RV Park Office	317.76
Total 5042 · OFFICE/OVERTIME	461.88
5050 · OPERATIONS/OVERTIME	
5051 · Overtime/Boatyard	638.47
5052 · Overtime/Comm Retail	26.78
5053 · Overtime/Fuel Dock	94.50
5055 · Overtime/Marina	232.12
5050 · OPERATIONS/OVERTIME - Other	123.83
Total 5050 · OPERATIONS/OVERTIME	1,115.70
Total 5040 · OVERTIME	1,577.58
Total 5010 · WAGES & SALARIES	28,486.82
5060 · EMPLOYEE COSTS & BENEFITS	
5064 · Paid Holidays	1,113.00
5066 · Non Tax Mileage Reimbursement	146.86
5068 · Paid Time Off	785.40
5070 · Payroll Taxes/General Fund	3,032.02
5072 · Workers Compensation	9,143.47
5074 · Personal Vehicle Allowance	277.00
5076 · Health Care and Dental	5,451.25
5090 · SEP Retirement	
5092 · Port Manager	633.50
5094 · Office	1,054.10
5096 · Operations	1,378.57
Total 5090 · SEP Retirement	3,066.17
Total 5060 · EMPLOYEE COSTS & BENEFITS	23,015.17
6001 · ADVERTISING & NOTIFICATIONS	
6002 · Marketing & Advertising	500.00
6004 · Legal Notices	202.10
Total 6001 · ADVERTISING & NOTIFICATIONS	702.10
6100 · REPAIRS & MAINTENANCE	
6110 · Maintenance & Repairs	2,662.91
6115 · Services & Supplies	10,595.69
6125 · Tools-Under \$5,000	475.00

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Port of Brookings Harbor
Profit & Loss
September 2017

	<u>Sep 17</u>
Total 6100 · REPAIRS & MAINTENANCE	13,733.60
6150 · FUEL purchased for resale	33,588.45
6200 · UTILITIES	
6210 · Telecommunications	471.30
6220 · Electric	6,920.85
6250 · Waste Management	11,464.47
6260 · Cable TV	497.45
Total 6200 · UTILITIES	<u>19,354.07</u>
6300 · OFFICE EXPENSE	
6315 · Office Services & Supplies	257.47
6320 · Leased Equipment(incl'g copier)	1,600.91
6330 · Dues, Subs & Pubs	10,894.23
6345 · Postage	355.77
Total 6300 · OFFICE EXPENSE	<u>13,108.38</u>
6350 · BANK SERVICE & FINANCE FEES	
6335 · Merchant Services Fees	2,847.14
6360 · Bank Service Charge/Fees	41.54
Total 6350 · BANK SERVICE & FINANCE FEES	<u>2,888.68</u>
6500 · PERMITS, LICENSES, TAXES & MISC	
6510 · Conferences/Education/Meetings	23.56
6565 · County Processing Fees	5.50
6575 · Permits & Licenses	65.00
6584 · Cash over/short	-0.94
Total 6500 · PERMITS, LICENSES, TAXES & MISC	<u>93.12</u>
6600 · BAD DEBT	3.44
6800 · INSURANCE; PROP & CAS, BOND	
6815 · Volunteer Insurance	
6800 · INSURANCE; PROP & CAS, BOND - Other	8,187.35
Total 6800 · INSURANCE; PROP & CAS, BOND	<u>8,187.35</u>
6900 · PROFESSIONAL FEES	
6920 · Audit	4,000.00
6925 · Consultants	7,651.82
6935 · Legal	2,957.88
6945 · IT Support/Services	149.00
6955 · Payroll Administration Fee	226.70
Total 6900 · PROFESSIONAL FEES	<u>14,985.40</u>
Total Expense	<u>158,146.58</u>
Net Ordinary Income	19,354.46
Other Income/Expense	
Other Income	
7000 · PROPERTY TAX	
7010 · Previously Levied Tax	411.33
7020 · Current Tax Levy	553.17
Total 7000 · PROPERTY TAX	<u>964.50</u>
7110 · DONATIONS & RESTITUTIONS	

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Port of Brookings Harbor
Profit & Loss
September 2017

	Sep 17
7120 · RESTITUTIONS & SETTLEMENTS	4,730.83
Total 7110 · DONATIONS & RESTITUTIONS	4,730.83
7130 · Sale of Assets	29,076.00
Total Other Income	34,771.33
Other Expense	
8200 · GRANT EXPENSES	
8210 · Parking Improvement Grant #1481	13,356.35
8215 · MAP Grant	7.16
Total 8200 · GRANT EXPENSES	13,363.51
8400 · DEBT SERVICE FUND	
8430 · Paid Interest	
8432 · IFA	457.70
8443 · 50 BFMII Travelift Interest	1,374.49
Total 8430 · Paid Interest	1,832.19
Total 8400 · DEBT SERVICE FUND	1,832.19
Total Other Expense	15,195.70
Net Other Income	19,575.63
Net Income	38,930.09

Port of Brookings Harbor

Profit & Loss Prev Year Comparison

September 2017

	Sep 17	Sep 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
4100 · MARINA/ADMINISTRATION				
4120 · Finance Charges/Income	324.17	1,644.60	-1,320.43	-80.29%
4130 · Boat Launch	1,935.00	3,090.25	-1,155.25	-37.38%
4135 · Storage	1,820.50	4,096.76	-2,276.26	-55.56%
4140 · Other Revenue	35.00		35.00	100.0%
4300 · MOORAGE				
4310 · Commercial Slip Rent	7,701.76	12,208.23	-4,506.47	-36.91%
4320 · Recreational Slip Rent	13,698.89	14,825.00	-1,126.11	-7.6%
4325 · Transient	1,610.94	1,235.00	375.94	30.44%
4340 · Moorage Electric	2,572.77	1,885.23	687.54	36.47%
4350 · Other Fees	1,500.00	1,000.00	500.00	50.0%
Total 4300 · MOORAGE	27,084.36	31,153.46	-4,069.10	-13.06%
Total 4100 · MARINA/ADMINISTRATION	31,199.03	39,985.07	-8,786.04	-21.97%
4200 · COMMERCIAL RETAIL				
4210 · Commercial Retail Lease	46,689.65	34,411.76	12,277.89	35.68%
4211 · CR/ Electric	214.60		214.60	100.0%
4212 · CR/ Water	79.00	31.00	48.00	154.84%
4214 · CR/ Sewer	32.08	562.70	-530.62	-94.3%
4222 · CPI-U	198.16		198.16	100.0%
Total 4200 · COMMERCIAL RETAIL	47,213.49	35,005.46	12,208.03	34.88%
4400 · RV PARK				
4410 · Space Rental	42,864.00	73,334.00	-30,470.00	-41.55%
4430 · Mini Mart		1,149.53	-1,149.53	-100.0%
4440 · Laundry & Showers	640.52	1,554.25	-913.73	-58.79%
4450 · Wood Sales	175.00	10.00	165.00	1,650.0%
4460 · Dump Charges		15.00	-15.00	-100.0%
Total 4400 · RV PARK	43,679.52	76,062.78	-32,383.26	-42.57%
4500 · FUEL SALES	42,041.37	33,559.57	8,481.80	25.27%
4550 · SPECIAL EVENT				
4551 · Registration		4,640.00	-4,640.00	-100.0%
4555 · Vendors		1,175.00	-1,175.00	-100.0%
4557 · Dinner Tickets		930.00	-930.00	-100.0%
4558 · Misc Food and Beverage Sales		331.00	-331.00	-100.0%
4559 · Raffle		242.00	-242.00	-100.0%
4561 · Apparel Sales		4,648.00	-4,648.00	-100.0%
4562 · Event Space Rental		200.00	-200.00	-100.0%
Total 4550 · SPECIAL EVENT		12,166.00	-12,166.00	-100.0%
4600 · BOATYARD				
4625 · Emergency Response & Repair				
4630 · Other Services & Sales	1,963.40	106.00	1,857.40	1,752.26%
4635 · Travel Lift Haul Out	3,944.70		3,944.70	100.0%
4640 · Labor	2,650.00	300.00	2,350.00	783.33%

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Port of Brookings Harbor

Profit & Loss Prev Year Comparison

September 2017

	Sep 17	Sep 16	\$ Change	% Change
4655 · Yard Days	4,229.53	151.47	4,078.06	2,692.32%
Total 4600 · BOATYARD	12,787.63	557.47	12,230.16	2,193.87%
4700 · ICE HOUSE		19,362.00	-19,362.00	-100.0%
4800 · COLD STORAGE		5,048.34	-5,048.34	-100.0%
4900 · LAND USE EVENTS				
4910 · Grounds Use Fee	580.00		580.00	100.0%
Total 4900 · LAND USE EVENTS	580.00		580.00	100.0%
Total Income	177,501.04	221,746.69	-44,245.65	-19.95%
Gross Profit	177,501.04	221,746.69	-44,245.65	-19.95%
Expense				
5010 · WAGES & SALARIES				
5012 · OFFICE STAFF				
5014 · Salary/Port Manager	6,058.08		6,058.08	100.0%
5016 · Wages/Port Office	7,189.05	11,329.25	-4,140.20	-36.54%
5018 · Wages/RV Park	5,349.62	3,822.00	1,527.62	39.97%
Total 5012 · OFFICE STAFF	18,596.75	15,151.25	3,445.50	22.74%
5020 · OPERATIONS STAFF				
5021 · Wages/Boatyard	4,224.41	8,332.50	-4,108.09	-49.3%
5022 · Wages/Comm Retail	270.38		270.38	100.0%
5023 · Wages/Fuel Dock	559.14		559.14	100.0%
5025 · Wages/Marina	3,055.52		3,055.52	100.0%
5020 · OPERATIONS STAFF - Other	203.04		203.04	100.0%
Total 5020 · OPERATIONS STAFF	8,312.49	8,332.50	-20.01	-0.24%
5040 · OVERTIME				
5042 · OFFICE/OVERTIME				
5044 · Overtime/Port Office	144.12		144.12	100.0%
5046 · Overtime/RV Park Office	317.76		317.76	100.0%
5042 · OFFICE/OVERTIME - Other		555.95	-555.95	-100.0%
Total 5042 · OFFICE/OVERTIME	461.88	555.95	-94.07	-16.92%
5050 · OPERATIONS/OVERTIME				
5051 · Overtime/Boatyard	638.47		638.47	100.0%
5052 · Overtime/Comm Retail	26.78		26.78	100.0%
5053 · Overtime/Fuel Dock	94.50		94.50	100.0%
5055 · Overtime/Marina	232.12		232.12	100.0%
5050 · OPERATIONS/OVERTIME - Other	123.83	691.63	-567.80	-82.1%
Total 5050 · OPERATIONS/OVERTIME	1,115.70	691.63	424.07	61.32%
5040 · OVERTIME - Other		363.38	-363.38	-100.0%
Total 5040 · OVERTIME	1,577.58	1,610.96	-33.38	-2.07%
Total 5010 · WAGES & SALARIES	28,486.82	25,094.71	3,392.11	13.52%
5060 · EMPLOYEE COSTS & BENEFITS				
5062 · Disability Bank		642.00	-642.00	-100.0%
5064 · Paid Holidays	1,113.00	908.00	205.00	22.58%
5066 · Non Tax Mileage Reimbursement	146.86	399.22	-252.36	-63.21%
5068 · Paid Time Off	785.40	1,342.00	-556.60	-41.48%

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Port of Brookings Harbor
Profit & Loss Prev Year Comparison
September 2017

	Sep 17	Sep 16	\$ Change	% Change
5070 · Payroll Taxes/General Fund	3,032.02	2,769.82	262.20	9.47%
5072 · Workers Compensation	9,143.47		9,143.47	100.0%
5074 · Personal Vehicle Allowance	277.00	277.00		
5076 · Health Care and Dental	5,451.25	38.78	5,412.47	13,956.86%
5090 · SEP Retirement				
5092 · Port Manager	633.50		633.50	100.0%
5094 · Office	1,054.10	849.14	204.96	24.14%
5096 · Operations	1,378.57	322.08	1,056.49	328.02%
Total 5090 · SEP Retirement	3,066.17	1,171.22	1,894.95	161.79%
Total 5060 · EMPLOYEE COSTS & BENEFITS	23,015.17	7,548.04	15,467.13	204.92%
5540 · MINI-MART (Cost of Goods)		1,396.30	-1,396.30	-100.0%
6001 · ADVERTISING & NOTIFICATIONS				
6002 · Marketing & Advertising	500.00	2,119.00	-1,619.00	-76.4%
6004 · Legal Notices	202.10	109.90	92.20	83.89%
6001 · ADVERTISING & NOTIFICATIONS - Other		370.50	-370.50	-100.0%
Total 6001 · ADVERTISING & NOTIFICATIONS	702.10	2,599.40	-1,897.30	-72.99%
6100 · REPAIRS & MAINTENANCE				
6110 · Maintenance & Repairs	2,662.91	6,111.46	-3,448.55	-56.43%
6115 · Services & Supplies	10,595.69	15,152.38	-4,556.69	-30.07%
6120 · Landscaping & Beautification		5,212.50	-5,212.50	-100.0%
6125 · Tools-Under \$5,000	475.00		475.00	100.0%
6130 · Janitorial Services		3,570.00	-3,570.00	-100.0%
Total 6100 · REPAIRS & MAINTENANCE	13,733.60	30,046.34	-16,312.74	-54.29%
6150 · FUEL purchased for resale	33,588.45	27,976.05	5,612.40	20.06%
6200 · UTILITIES				
6210 · Telecommunications	471.30	1,639.64	-1,168.34	-71.26%
6220 · Electric	6,920.85	16,549.63	-9,628.78	-58.18%
6230 · Water		2,117.62	-2,117.62	-100.0%
6240 · Sanitary		5,256.70	-5,256.70	-100.0%
6250 · Waste Management	11,464.47	29,767.38	-18,302.91	-61.49%
6260 · Cable TV	497.45	844.53	-347.08	-41.1%
Total 6200 · UTILITIES	19,354.07	56,175.50	-36,821.43	-65.55%
6300 · OFFICE EXPENSE				
6315 · Office Services & Supplies	257.47	507.72	-250.25	-49.29%
6320 · Leased Equipment(incl'g copier)	1,600.91	1,872.48	-271.57	-14.5%
6330 · Dues, Subs & Pubs	10,894.23	10,161.11	733.12	7.22%
6345 · Postage	355.77	527.08	-171.31	-32.5%
Total 6300 · OFFICE EXPENSE	13,108.38	13,068.39	39.99	0.31%
6350 · BANK SERVICE & FINANCE FEES				
6335 · Merchant Services Fees	2,847.14	3,220.64	-373.50	-11.6%
6360 · Bank Service Charge/Fees	41.54	29.80	11.74	39.4%
Total 6350 · BANK SERVICE & FINANCE FEES	2,888.68	3,250.44	-361.76	-11.13%
6500 · PERMITS, LICENSES, TAXES & MISC				
6510 · Conferences/Education/Meetings	23.56	665.84	-642.28	-96.46%

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Port of Brookings Harbor

Profit & Loss Prev Year Comparison

September 2017

	Sep 17	Sep 16	\$ Change	% Change
6565 · County Processing Fees	5.50		5.50	100.0%
6570 · Donations & Contributions				
6575 · Permits & Licenses	65.00		65.00	100.0%
6584 · Cash over/short	-0.94		-0.94	-100.0%
Total 6500 · PERMITS, LICENSES, TAXES & MISC	93.12	665.84	-572.72	-86.02%
6550 · SPECIAL EVENTS				
6551 · Food Expenses		3,049.62	-3,049.62	-100.0%
6552 · Clothing		3,694.65	-3,694.65	-100.0%
6554 · Prizes		9,400.00	-9,400.00	-100.0%
6557 · Supplies & Services		1,650.98	-1,650.98	-100.0%
6558 · Advertising		865.90	-865.90	-100.0%
Total 6550 · SPECIAL EVENTS		18,661.15	-18,661.15	-100.0%
6600 · BAD DEBT	3.44		3.44	100.0%
6800 · INSURANCE; PROP & CAS, BOND				
6815 · Volunteer Insurance				
6800 · INSURANCE; PROP & CAS, BOND - Other	8,187.35	12,396.66	-4,209.31	-33.96%
Total 6800 · INSURANCE; PROP & CAS, BOND	8,187.35	12,396.66	-4,209.31	-33.96%
6900 · PROFESSIONAL FEES				
6920 · Audit	4,000.00	1,000.00	3,000.00	300.0%
6924 · Management Consulting		6,807.17	-6,807.17	-100.0%
6925 · Consultants	7,651.82		7,651.82	100.0%
6935 · Legal	2,957.88	2,655.00	302.88	11.41%
6945 · IT Support/Services	149.00	299.00	-150.00	-50.17%
6955 · Payroll Administration Fee	226.70	212.38	14.32	6.74%
Total 6900 · PROFESSIONAL FEES	14,985.40	10,973.55	4,011.85	36.56%
Total Expense	158,146.58	209,852.37	-51,705.79	-24.64%
Net Ordinary Income	19,354.46	11,894.32	7,460.14	62.72%
Other Income/Expense				
Other Income				
7000 · PROPERTY TAX				
7010 · Previously Levied Tax	411.33	236.34	174.99	74.04%
7020 · Current Tax Levy	553.17	546.61	6.56	1.2%
Total 7000 · PROPERTY TAX	964.50	782.95	181.55	23.19%
7100 · INTEREST INCOME		77.66	-77.66	-100.0%
7110 · DONATIONS & RESTITUTIONS				
7120 · RESTITUTIONS & SETTLEMENTS	4,730.83		4,730.83	100.0%
Total 7110 · DONATIONS & RESTITUTIONS	4,730.83		4,730.83	100.0%
7130 · Sale of Assets	29,076.00		29,076.00	100.0%
7200 · GRANT REVENUES				
7291 · Dock Rev-L16010-Interim Recev		38,553.00	-38,553.00	-100.0%
Total 7200 · GRANT REVENUES		38,553.00	-38,553.00	-100.0%
Total Other Income	34,771.33	39,413.61	-4,642.28	-11.78%
Other Expense				
8100 · FEMA EXPENSES				

Port of Brookings Harbor
Profit & Loss Prev Year Comparison
September 2017

	Sep 17	Sep 16	\$ Change	% Change
8120 · PW 29-Ice House Dredging		42,249.89	-42,249.89	-100.0%
Total 8100 · FEMA EXPENSES		42,249.89	-42,249.89	-100.0%
8200 · GRANT EXPENSES				
8210 · Parking Improvement Grant #1481	13,356.35		13,356.35	100.0%
8215 · MAP Grant	7.16		7.16	100.0%
8230 · Dock Repair L16010 Interim loan		48,500.00	-48,500.00	-100.0%
Total 8200 · GRANT EXPENSES	13,363.51	48,500.00	-35,136.49	-72.45%
8400 · DEBT SERVICE FUND				
8430 · Paid Interest				
8432 · IFA	457.70		457.70	100.0%
8442 · Umpqua Bank Loan Interest		13.11	-13.11	-100.0%
8443 · 50 BFMII Travelift Interest	1,374.49		1,374.49	100.0%
Total 8430 · Paid Interest	1,832.19	13.11	1,819.08	13,875.52%
Total 8400 · DEBT SERVICE FUND	1,832.19	13.11	1,819.08	13,875.52%
Total Other Expense	15,195.70	90,763.00	-75,567.30	-83.26%
Net Other Income	19,575.63	-51,349.39	70,925.02	138.12%
Net Income	<u>38,930.09</u>	<u>-39,455.07</u>	<u>78,385.16</u>	<u>198.67%</u>

Guest Forecast

For: 09/01/2017 - 09/30/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
9/1/2017	7	31	28	74/0/0/0	119/0/0/0	59	49.17	\$2,780.00
9/2/2017	7	52	7	119/0/0/0	119/0/0/0	59	49.17	\$2,700.00
9/3/2017	7	52	7	119/0/0/0	119/0/0/0	59	49.17	\$2,808.00
9/4/2017	37	22	13	119/0/0/0	69/0/0/0	35	29.17	\$1,563.00
9/5/2017	14	21	15	69/0/0/0	73/0/0/0	36	30.00	\$1,418.00
9/6/2017	11	25	5	73/0/0/0	61/0/0/0	30	25.00	\$1,233.00
9/7/2017	9	21	4	61/0/0/0	51/0/0/0	25	20.83	\$1,060.00
9/8/2017	3	22	9	51/0/0/0	63/0/0/0	31	25.83	\$1,373.00
9/9/2017	9	22	3	63/0/0/0	51/0/0/0	25	20.83	\$1,006.00
9/10/2017	6	19	9	51/0/0/0	56/0/0/0	28	23.33	\$1,036.56
9/11/2017	6	22	5	56/0/0/0	54/0/0/0	27	22.50	\$1,083.00
9/12/2017	11	16	11	54/0/0/0	54/0/0/0	27	22.50	\$1,149.00
9/13/2017	9	18	12	54/0/0/0	60/0/0/0	30	25.00	\$1,282.00
9/14/2017	12	18	17	60/0/0/0	71/0/0/0	35	29.17	\$1,572.00
9/15/2017	10	25	10	71/0/0/0	69/0/0/0	35	29.17	\$1,582.00
9/16/2017	13	22	14	69/0/0/0	70/0/0/0	36	30.00	\$1,515.00
9/17/2017	11	25	5	70/0/0/0	60/0/0/0	30	25.00	\$1,270.00
9/18/2017	11	19	12	60/0/0/0	60/0/0/0	31	25.83	\$1,438.00
9/19/2017	10	21	8	60/0/0/0	55/0/0/0	29	24.17	\$1,362.00
9/20/2017	8	21	4	55/0/0/0	48/0/0/0	25	20.83	\$1,121.00
9/21/2017	6	19	20	48/0/0/0	76/0/0/0	39	32.50	\$1,770.00
9/22/2017	9	30	20	76/0/0/0	99/0/0/0	50	41.67	\$2,277.00
9/23/2017	22	28	15	99/0/0/0	85/0/0/0	43	35.83	\$1,832.00
9/24/2017	22	21	15	85/0/0/0	70/0/0/0	36	30.00	\$1,593.00
9/25/2017	18	18	16	70/0/0/0	66/0/0/0	34	28.33	\$1,556.00
9/26/2017	7	27	13	66/0/0/0	78/0/0/0	40	33.33	\$1,837.00
9/27/2017	15	25	6	78/0/0/0	60/0/0/0	31	25.83	\$1,282.00
9/28/2017	7	24	7	60/0/0/0	60/0/0/0	31	25.83	\$1,413.00
9/29/2017	8	23	15	60/0/0/0	76/0/0/0	38	31.67	\$1,811.00
9/30/2017	9	29	11	76/0/0/0	80/0/0/0	40	33.33	\$1,653.00
	334	738	336	2126/0/0/0	2132/0/0/0	1074	29.83	\$47,375.56

Occupancy percentages based on 120 total units

Guest Forecast

For: 10/01/2017 - 10/31/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
10/1/2017	21	19	8	80/0/0/0	53/0/0/0	27	22.50	\$1,103.00
10/2/2017	10	17	10	53/0/0/0	54/0/0/0	27	22.50	\$1,068.00
10/3/2017	10	17	5	54/0/0/0	45/0/0/0	22	18.33	\$1,012.00
10/4/2017	7	15	3	45/0/0/0	37/0/0/0	18	15.00	\$795.00
10/5/2017	4	14	7	37/0/0/0	43/0/0/0	21	17.50	\$999.00
10/6/2017	3	18	17	43/0/0/0	71/0/0/0	35	29.17	\$1,657.00
10/7/2017	6	29	1	71/0/0/0	61/0/0/0	30	25.00	\$1,307.00
10/8/2017	13	17	3	61/0/0/0	41/0/0/0	20	16.67	\$839.00
10/9/2017	9	11	2	41/0/0/0	27/0/0/0	13	10.83	\$505.00
10/10/2017	6	7	0	27/0/0/0	14/0/0/0	7	5.83	\$301.00
10/11/2017	1	6	0	14/0/0/0	12/0/0/0	6	5.00	\$250.00
10/12/2017	0	6	3	12/0/0/0	18/0/0/0	9	7.50	\$352.00
10/13/2017	1	8	2	18/0/0/0	20/0/0/0	10	8.33	\$454.00
10/14/2017	1	9	3	20/0/0/0	24/0/0/0	12	10.00	\$532.00
10/15/2017	4	8	1	24/0/0/0	18/0/0/0	9	7.50	\$326.00
10/16/2017	3	6	3	18/0/0/0	18/0/0/0	9	7.50	\$386.00
10/17/2017	3	6	1	18/0/0/0	13/0/0/0	7	5.83	\$308.00
10/18/2017	0	7	0	13/0/0/0	13/0/0/0	7	5.83	\$308.00
10/19/2017	1	6	0	13/0/0/0	11/0/0/0	6	5.00	\$257.00
10/20/2017	1	5	0	11/0/0/0	9/0/0/0	5	4.17	\$206.00
10/21/2017	2	3	2	9/0/0/0	9/0/0/0	5	4.17	\$199.00
10/22/2017	0	5	0	9/0/0/0	9/0/0/0	5	4.17	\$146.00
10/23/2017	1	4	0	9/0/0/0	7/0/0/0	4	3.33	\$95.00
10/24/2017	0	4	0	7/0/0/0	7/0/0/0	4	3.33	\$146.00
10/25/2017	0	4	0	7/0/0/0	7/0/0/0	4	3.33	\$146.00
10/26/2017	1	3	1	7/0/0/0	8/0/0/0	4	3.33	\$139.00
10/27/2017	1	3	1	8/0/0/0	8/0/0/0	4	3.33	\$132.00
10/28/2017	1	3	1	8/0/0/0	8/0/0/0	4	3.33	\$139.00
10/29/2017	0	4	0	8/0/0/0	8/0/0/0	4	3.33	\$139.00
10/30/2017	3	1	0	8/0/0/0	2/0/0/0	1	0.83	\$0.00
10/31/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	113	266	74	755/0/0/0	677/0/0/0	340	9.14	\$14,246.00

Occupancy percentages based on 120 total units

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Guest Forecast

For: 11/01/2017 - 11/30/2017

Date	Departures	Stayovers	Arrivals	Persons		Units	% Occ	Unit Revenue
				AM	PM			
11/1/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/2/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/3/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/4/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/5/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/6/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/7/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/8/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/9/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/10/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/11/2017	1	0	1	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/12/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/13/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/14/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/15/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/16/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/17/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/18/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/19/2017	0	1	1	2/0/0/0	4/0/0/0	2	1.67	\$51.00
11/20/2017	0	2	3	4/0/0/0	10/0/0/0	5	4.17	\$199.00
11/21/2017	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$199.00
11/22/2017	1	4	2	10/0/0/0	12/0/0/0	6	5.00	\$250.00
11/23/2017	0	6	0	12/0/0/0	12/0/0/0	6	5.00	\$250.00
11/24/2017	1	5	0	12/0/0/0	10/0/0/0	5	4.17	\$197.00
11/25/2017	0	5	0	10/0/0/0	10/0/0/0	5	4.17	\$197.00
11/26/2017	2	3	0	10/0/0/0	6/0/0/0	3	2.50	\$51.00
11/27/2017	2	1	0	6/0/0/0	2/0/0/0	1	0.83	\$0.00
11/28/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/29/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
11/30/2017	0	1	0	2/0/0/0	2/0/0/0	1	0.83	\$0.00
	7	52	7	118/0/0/0	118/0/0/0	59	1.64	\$1,394.00

Occupancy percentages based on 120 total units

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Port of Brookings Harbor
Commercial Retail Leases
September 2017

Type	Date	Name	Credit
4200 - COMMERCIAL RETAIL			
4210 - Commercial Retail Lease			
Invoice	09/01/2017	Bandon Pacific	2,606.50
Invoice	09/01/2017	BC Fisheries LLC:Old Dock & Grounds/CL0002	2,700.50
Invoice	09/01/2017	BC Fisheries LLC:Old Dock & Grounds/CL0002	4,566.00
Invoice	09/01/2017	BC Fisheries LLC:Process Plant, New Dock & Ground/CL0003	
Invoice	09/01/2017	BC Fisheries LLC:Process Plant, New Dock & Ground/CL0003	1,531.25
Invoice	09/01/2017	BC Fisheries LLC:Process Plant, New Dock & Ground/CL0003	2,268.00
Invoice	09/01/2017	Boardwalk Mail Service LLC	964.80
Invoice	09/01/2017	Boat Shop & More, LLC	1,012.29
Invoice	09/01/2017	Boat Shop & More, LLC	130.00
Invoice	09/01/2017	Bornstein Seafoods Inc	2,340.90
Invoice	09/01/2017	Bornstein Seafoods Inc	832.32
Invoice	09/01/2017	Brookings Harbor Cold Storage LLC	1,008.00
Invoice	09/01/2017	Brookings Harbor Ice House LLC	463.14
Invoice	09/01/2017	Brookings Harbor Ice House LLC	567.00
Invoice	09/01/2017	Busch, Marilyn & Robert	143.78
Invoice	09/01/2017	CBN Enterprises/Barbara C	840.00
Invoice	09/01/2017	Chetco Seafood/Bill Goergen	998.25
Invoice	09/01/2017	Hallmark Fisheries/CA Shellfish Co	5,984.05
Invoice	09/01/2017	Hungry Clam	1,619.79
Invoice	09/01/2017	Hungry Clam	115.80
Invoice	09/01/2017	J Sloane Hair Studio LLC	895.12
Invoice	09/01/2017	Kathy's Corner Market	753.62
Invoice	09/01/2017	Mainbrace Technologies:16330 Lower Harbor Rd	1,155.00
Invoice	09/01/2017	Mountain View Custom Cycles	588.50
Invoice	09/01/2017	Mountain View Custom Cycles	45.00
Invoice	09/01/2017	Mountain View Custom Cycles	45.00
Invoice	09/01/2017	Mountain View Custom Cycles	45.00
Invoice	09/01/2017	Mountain View Custom Cycles	45.00
Invoice	09/01/2017	Mountain View Custom Cycles	45.00
Invoice	09/01/2017	Ocean Suites Motel	417.38
Invoice	09/01/2017	Pacific Fishing:Commercial Shop Space Lease	760.00
Invoice	09/01/2017	Pacific Ocean Harvesters LLC	1,618.29
Invoice	09/01/2017	Pacifica Boat Basin, LLC:Parking Lot Land Lease	968.00
Invoice	09/01/2017	Pacifica Boat Basin, LLC:Restaurant Land Lease	1,138.50
Invoice	09/01/2017	Portside RV Park	193.55
Invoice	09/01/2017	Righetti's Showroom Mini Mall	100.67
Invoice	09/01/2017	Seal Cove Realty	334.72
Invoice	09/01/2017	Slugs 'n Stones 'n Ice Cream Cones	605.94
Invoice	09/01/2017	Speir, Joe/Davis Roy	680.50
Invoice	09/01/2017	Sporhaven's Marina	1,022.71
Invoice	09/01/2017	The Bell & Whistle Coffee House, Inc.	685.00
Invoice	09/01/2017	Tidewind Sport Fishing	686.11
Invoice	09/01/2017	US Coast Guard Lease	923.24
Invoice	09/01/2017	Whales Tail Candy & Gifts	934.78

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**Port of Brookings Harbor
Commercial Retail Leases
September 2017**

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Credit</u>
Invoice	09/01/2017	Zola's Pizzeria	1,310.65
Total 4210 · Commercial Retail Lease			46,689.65
4211 · CR/ Electric			
Invoice	09/01/2017	Hungry Clam	63.47
Invoice	09/01/2017	Hungry Clam	60.59
Invoice	09/01/2017	Bornstein Seafoods Inc	90.54
Total 4211 · CR/ Electric			214.60
4212 · CR/ Water			
Invoice	09/01/2017	J Sloane Hair Studio LLC	48.00
Invoice	09/01/2017	Boat Shop & More, LLC	31.00
Total 4212 · CR/ Water			79.00
4214 · CR/ Sewer			
Invoice	09/01/2017	Sporthaven's Marina	32.08
Total 4214 · CR/ Sewer			32.08
4222 · CPI-U			
Invoice	09/01/2017	Sporthaven's Marina	102.27
Invoice	09/01/2017	BC Fisheries LLC:Old Dock & Grounds/CL0002	95.89
Total 4222 · CPI-U			198.16
Total 4200 · COMMERCIAL RETAIL			47,213.49
TOTAL			47,213.49

OLD BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Commission Rules, Regulations, Duties and Responsibilities Policy*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- Current Board Rules approved in Resolution No. 229, dated October 18, 1993.
- Resolution No. 369 was tabled to have a workshop to address more things. Port has no records of the workshop taking place or Resolution No. 369 approval.
- April 12, 2017 Commissioner Meeting, the Board reviewed the proposed POBH Commission Rules, Regulations, Duties and Responsibilities Policy and tabled the review and approval for another meeting.
- September 19, 2017 Commissioner Meeting reviewed proposed document and waiting for comments.

UPDATE

- Provided another Commissioner Rules format from another Oregon Port for review for possible use at this Port.

DOCUMENTS

- Board of Commission Rules from Port of Garibaldi, 15 pages

COMMISSIONERS ACTION

- Board review, discussion and approval to establish rules, regulations, duties and responsibilities for the commission and staff.

PART I. GOVERNANCE BY POLICIES

Section 1. Purpose. The primary duty and function of the Commission is to establish policies for the governance of the Port. It is the policy of the Commission to delegate to the Port Manager the responsibility for the day-to-day administration of the Port, in a manner consistent with the policies and directions of the Commission.

Section 2. Responsibility. Policies shall comply with all applicable federal, state and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulations, such policy or portion as determined by the Port Manager shall be deemed void until further Commission action. It shall be the responsibility of all Port personnel to bring any such conflict to the Manager's attention immediately upon discovery for consideration by the Commission.

Section 3. Compliance. All Port personnel shall comply with the policies adopted by the Commission. Any failure to comply shall constitute grounds for disciplinary action or termination pursuant to the Port's Employment Policy.

PART II. BOARD OF DIRECTORS

Section 4. Membership

A. Positions and Terms.

1. The Port Commission shall consist of five members serving four year staggered terms.
2. Each Commissioner is identified by a position number. Position numbers shall be transferred to the successors of each Commission position. Positions 1, 2 and 4 run concurrently. Positions 3 and 5 run concurrently.
3. All Commissioners shall serve at large.

B. Election of Commissioners. The election of Commissioners shall be conducted as provided by ORS chapter 266 and 255.

C. Qualifications. No person elected or appointed to the Commission shall be sworn in unless such person meets the qualifications for office set forth in this policy. If questions exist regarding the eligibility of any candidate, the Commission shall obtain an opinion from the Port's legal counsel prior to swearing in such person. No person shall be eligible to be a Commissioner under the following circumstances:

1. Who, at the time of election or appointment, is not an elector of the Port. (ORS 236.010(b))
2. Convicted of an infamous crime. (ORS 236.010(c))
3. Violation of Oath of Office. (ORS 236.010(c))
4. Affiliation with organizations advocating the overthrow of the government. (ORS 236.030)
5. Electors with a known mental illness. (ORS 236.010(f))
6. An employee of the district. (ORS 198.115)

D. Oath of Office. Each newly elected or appointed Commissioner shall take an oath of office at a Commission meeting prior to assuming the duties of the position. The Justice of the Peace, or the Manager, shall give the oath of office.

E. Term of Office – Starting Date. Except where the Commission is filling a vacancy on the Commission, terms of office shall start on July 1st following the Port of Garibaldi's regular election.

F. Vacancies.

1. Occurrence. The Commission shall formally declare a position vacant before the expiration of the term if an incumbent:

- a. dies, resigns or is removed;
- b. ceases to be an elector of the district;
- c. is convicted of an infamous crime, or any offense involving the violation of the oath of office;
- d. refuses or neglects to take the oath of office, or to give or renew the official bond of the incumbent, or to deposit such oath or bond within the time prescribed by law;
- e. incumbent's election or appointment is declared void;
- f. is found to be a person with a mental illness by the decision of a competent tribunal;
- g. ceases to possess any other qualification required for election or appointment to such office;
- h. is a member of, or affiliated with, any organization which advocates the overthrow of the Government of the United States by force or violence; or
- i. is absent from four or more consecutive regular meetings of the board. (ORS 777.135)

2. Filling. The Commission shall establish a policy for the filling of vacant Commission positions by resolution. (ORS 198.320)

Section 5. Powers and Duties

A. Meeting the Needs of the Port. It is the policy of the Commission to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the Port District.

B. Formulation and Interpretation of Port Policy. The Commission shall establish policy, reserving to itself all authority and responsibility not expressly assigned by the Commission to the Port Manager.

C. Commissioners' Actions Authorized by Official Commission Action Only. No individual Commissioner may speak for or act on behalf of the Commission or Port, except as authorized to do so by official Commission action as recorded in the official minutes or policies of the Port.

D. Commission May Form Committees. The Commission has the authority to form committees. Committees formed by the Commission shall conform to public meeting and records laws. Other than those required by state budget law, committees shall be formed by resolution. The resolution should state the following criteria:

1. Membership requirements;
2. Staff person assignment (if any);
3. Length of membership terms;
4. Adhoc, statutory or permanent;
5. Purpose and authority;
6. Budget (if any) for carrying out the purpose; and
7. Acknowledgement of budgetary impacts to the port (if any)

generated by a recommendation from the committee.

E. Ability to Censure. The Commission as a body has the authority to censure any individual member by passage of a motion.

F. Ethical Standards. Commissioners act as representatives of the citizens of the Port District. Therefore, Commissioners shall adhere to the highest ethical standards in the conduct of Port business.

G. Commissioner Education/Training. New Commissioners shall receive training sanctioned by the Special Districts Association of Oregon (SDAO), Oregon Public Ports Association (OPPA), Oregon Government Ethics Commission (OGE) and/or other similar organization within one year of taking office or receive a formal censure. The budget shall include funds to train Commissioners. Commissioner education or training shall be codified in the Annual Report to the Commission. (ORS 777.140(2))

H. Strategic Business Planning. The Commission shall update its strategic business plan no later than every ten years and use this plan as its guiding document in the development and direction of the Port's mission, vision and goals. (OAR 123-0025)

I. Fiduciary Responsibilities. The Commission has final responsibility over the Port's finances including the adoption of the budget, approval of financial reports, payment of bills and the annual audit. The Commission shall adopt a resolution for processing the payment of bills and the development of other financial policies.

J. Appointment/Removal of Port Manager.

1. The Commission confers chief executive authority to the Port Manager. Specific duties of the office shall be created and amended by resolution.
2. The Commission is solely responsible for the appointment and removal of the Manager. The Manager is responsible to the Port Commission.
3. A majority of the full Commission shall appoint and may remove the Manager.
4. When the Manager is temporarily unable to act as Manager or when the office of Manager becomes vacant, the Commission shall appoint a Manager pro tem. The Manager pro tem has the authority and duties of Manager,

except that a pro tem Manager may appoint or remove employees only with Commission approval.

5. Upon a vacancy in the office, the Commission shall fill the position within six months. The Commission shall adopt a process for the appointment of the Manager by resolution.

6. No Commissioner shall directly or indirectly attempt to coerce the Manager or a candidate for the office of Manager in the supervision, appointment or removal of any employee, or in administrative decisions regarding the implementation of port policies.

7. The Commission shall review the Manager's work performance annually as set forth in the Port's personnel policy.

K. Access to Attorney; other consultants. The President and/or Manager may request any legal advice that may be needed in dealing with matters pertaining to the welfare of the Port. Individual Commissioners should direct requests for information from contracted service providers through the President and/or Manager to avoid incurring personal charges for unapproved contact.

Section 6. Commissioner Orientation

A. Cooperation with Commission Candidates. The Commission, through its Manager, shall cooperate impartially with candidates for the Commission and provide them with information about policies, administrative regulations and other aspects of the operation of the Port.

B. Orienting New Commissioners. The Commission and its Manager shall assist each new member-elect and appointee to understand the Commission's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New members shall be invited to attend and participate as a member of the audience in public Commission meetings prior to being sworn in.
2. New Commissioners shall be invited to meet with the Manager to discuss services provided by the Port.
3. The Manager shall provide material pertinent to Port meetings and respond to questions regarding such material upon request.
4. The Manager shall provide access to each new Commissioner:
 - a. A current copy of the Port's Policy and Procedure Manual.
 - b. A copy of the Attorney General's "Public Records and Meetings Manual."
 - c. A list of all Port personnel by position.
 - d. Copies of the minutes of all Commission meetings, except for executive sessions, for the preceding twelve (12) months.
 - e. Copies of the Port's current and previous fiscal year budgets and financial audits.
 - f. Copies of the Port's insurance policies upon request.
 - g. Copies of all such documents as the Port's attorney may recommend with respect to any pending claims or lawsuits upon request.

h. Such other materials as the Commission may direct or the Manager deems appropriate.

Section 7. Reimbursements of Commissioner Expenses

A. Commissioner Compensation, Travel Advancement and/or Reimbursement. Commissioners shall be advanced or reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official Port duties, as funds are available through the budget process following the same procedures as identified in the Port's Personnel Policy.

B. Advancement/Reimbursement Documentation. Commissioners incurring reimbursable expenses or requesting advancement shall submit proper documentation of such expenses on a signed form to the Manager for reimbursement or advancement by the Port. Payment shall be made following normal bill paying procedures.

Section 8. Bonding/Insurance. The Port Commission shall require a bond or an irrevocable letter of credit of any member of the governing body or employee of the district who is charged with possession and control of district funds and properties. (ORS 198.220) The amount of the bond or letter of credit shall be for \$50,000 (or other amount as approved by motion) and the Port shall pay the premium.

PART III. DUTIES OF COMMISSION OFFICERS

Section 9. Duties of the President.

A. The President of the Commission shall preside at meetings of the Board of Commissioners.

B. Shall consult with the Clerk of the Commission regarding the preparation of each Commission meeting agenda.

C. Shall have the same right as other members of the Commission to discuss and to vote on questions before the Commission.

D. May call Special Meetings of the Commission as described here forth.

E. Shall sign official Port documents on behalf of the Commission when authorized to do so by a majority of the Commission.

F. Shall submit an annual report to the Commission. (ORS 777.140(2))

Section 10. Duties of the Vice President.

A. The Vice President of the Commission shall, in the President's absence, or during any disability of the President, have the powers and duties of the President of the Commission as prescribed in Section 9.

- B. Shall submit an annual report to the Commission. (ORS 777.140(2))
- C. Shall have such other powers and duties as a majority of the Commission may from time to time determine.

Section 11. Duties of the Secretary/Treasurer.

- A. The Secretary-Treasurer shall attest the signature of the Chair on all officially approved documents.
- B. Shall meet annually with the Port's auditor.
- C. Shall submit an annual report to the Commission. (ORS 777.140(2))

Section 12. Duties of Commissioners.

- A. All Commissioners are eligible to sign checks upon approval.
- B. Shall have such other powers and duties as a majority of the Commission may from time to time determine.

Section 13. Duties of the Clerk of the Commission.

- A. Respond directly to routine correspondence.
- B. Handle correspondence of special interest to the Commission as follows:
 - 1. Draft replies in advance, when possible, for Commission consideration.
 - 2. Seek instruction for reply when necessary.
 - 3. Prepare such correspondence as the Commission directs.
- C. Prepare for Commission Meetings.
 - 1. Prepare the agenda with the advice of the President.
 - 2. Maintain a calendar for the Commission's unfinished business.
 - 3. Call to the Commission's attention legal requirements and those matters for which the Port is responsible.
 - 4. Draft policy motions at the request of the majority of the Commission.
 - 5. Prepare Commission meeting packets containing all available pertinent information.
- D. Commission meeting duties.
 - 1. Attend all Commission meetings or designate an alternate.
 - 2. Make physical arrangements for Commission meetings.
 - 3. Provide notice of Commission meetings in accordance with Public Meeting Laws.
 - 4. Record minutes of all official meetings or designate an alternate.

5. Maintain and update the Port's Policy Manuals under the direction of the Commission.

Section 14. Election of Commission Officers. At the first regular meeting of July following a regular special district election, the Commission shall elect a President, Vice President and Secretary-Treasurer. Unless otherwise determined by the Port Commission, the Clerk of the Commission shall be the Port Manager.

A. The order of nominations shall be President, Vice President and Secretary-Treasurer.

B. Process:

1. Four of five Commissioners must be in attendance before an officer may be elected.

2. A Commissioner may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commissioner may not nominate or second their nomination, but may vote on the nomination.

3. If the nominated Commissioner does not receive a majority, the sitting Commission President shall continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder shall remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.

4. An alternative process is to elect a plank of officers. Commissioners not on the proposed plank shall nominate and second their nomination. All commissioners are eligible to vote for the plank.

5. In case of emergency, other processes may be used to appoint.

C. The two-year term of office is from July 1 until June 30 of the following regular special district election.

PART IV. BOARD MEETINGS

Section 15. Preparation for Commission Meetings

A. Distribution of Materials to Commissioners. The Agenda, Manager's Report and updated financial reports shall be given to each Commissioner at least five (5) days prior to any regularly scheduled Commission meeting. The Port shall attempt to distribute materials electronically or digitally to conserve resources. At the same time, the Port Manager shall provide members detailed information relative to the Agenda, references to existing policy pertinent to Agenda items.

B. Anonymous Communications. Anonymous and unsigned communications shall not be introduced in commission meetings or included in the board packet and record.

C. Distribution of Agenda to the Public. The proposed Agenda will simultaneously be distributed to all Port offices and other facilities, local and other news media, and posted at the required locations convenient for review by Port personnel and the public.

Section 16. Meeting Agenda. The Manager shall draft the Agenda after conferring with the President of the Commission. Any member of the Commission may offer to amend the Agenda after the Call to Order and following the Rules of Order. The following order shall be generally observed:

- A. Call to Order
- B. Changes to the Agenda
- C. Public Comment
- D. Approval of Minutes, Financial Reports and Payment of Bills
- E. Correspondence, Presentations
- F. Old Business
- G. New Business
- H. Staff Reports
- I. Port Manager Report
- J. Commissioner Reports
- K. Calendar/Future Considerations
- L. Adjournment

Section 17. Notice and Location of Meetings

A. Application. This policy applies to all meetings of the Board of Commissioners, and to any meetings of subcommittees or advisory groups appointed by the Commission if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Commission.

B. Location of Meetings. All meetings shall be held within the geographic boundaries of the Port District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped.

C. Meetings Held by Telephone or E-Mail. The Commission shall refrain from e-mail exchanges or conference calls that may trigger public meeting rules. Meetings held by telephone or other electronic communications are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

D. Regular Meetings. The Commission shall hold regular monthly meetings on the second Wednesday of each month. Such meetings shall be held at the Port of Garibaldi's Registered Business Office as stated by resolution at 7:00 p.m. or at such other places and times as the Commission may designate from time to time. (ORS 198.340(2))

E. Special Meetings. The Commission shall hold special meetings at the request of the President or any three members of the Commission. If the President is absent from the Port, special Commission meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours' public notice.

F. Emergency Meetings. Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances that, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the Port, which would be substantially increased if the Commission were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Commissioners is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the President shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hour's notice, which reasons shall be noted in the minutes. The Commission shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

G. Executive Sessions. The President or any two members of the Commission may call an executive session. Only commissioners and persons specifically invited by a majority of the commission shall be allowed to attend executive sessions. Any person present may disclose no matter discussed during executive sessions during such session. Notices shall be given in the same manner as for regular, special and emergency meetings, except that the notice need only indicate the general subject matter to be considered by citing the statutory basis for call the executive session. The

commission shall not take any votes nor make any final decisions while in executive sessions.

H. Notice of Meetings.

1. The proposed Agenda will simultaneously be distributed to all Port Commissioners and personnel, local and other news media, and posted at the required locations convenient for review by the public.

2. Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be given to all Commissioners, local media, and to all persons or other media representatives having requested notice in writing of every meeting.

3. The agenda shall also be posted at the following locations within the Port District:

- a. Garibaldi Post Office
- b. Garibaldi City Hall
- c. Port of Garibaldi Business Office
- d. Port website

4. E-mailed notice shall also be sent to any persons whom the Port knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, notices shall be issued or phone calls made to local media; and interested persons shall be notified by e-mail or telephone. For emergency meetings, the Port shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. The Port shall attempt to distribute Agendas and Notices via e-mail or the Port's website when possible.

PART XXX: RULES OF ORDER

Section 18. Purpose. The rules of order should be liberally construed to that purpose, and Commissioners should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the commission as a whole and confuse the audience at public meetings and the citizens in general.

Section 19. Presiding Officer. The President shall preside at Commission meetings. In the President's absence, the Vice President shall preside. If both the President and Vice President are absent, any other member of the Commission may preside.

Section 20. Quorum. Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action unless otherwise allowed by policy. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

Section 21. Roster. The Clerk of the Commission shall require all members of the public to sign a public roster indicating agenda items of interest and affiliations. The roster shall be part of the public record.

Section 22. Convening the Meeting. At or near the time appointed, the President shall immediately call the meeting to order. The Clerk shall enter in the meeting minutes the names of the Commissioners present.

Section 23. Recognition. Every Commissioner, staff member and member of the public shall refrain from discussion until recognized by the President.

Section 24. Changes to the Agenda. A request to add a business item to the agenda or to otherwise consider a special order of business may be requested by any Commissioner, but shall require a majority concurrence of the members present.

Section 25. Public Comment.

A. Generally. Any member of the general public wishing to address the Commission on a matter of public concern may do so at the time set for public comment during each regular meeting. Public comment shall be limited to three minutes per person. The Commission, in its sole discretion, may extend this time, or may request further information be presented to the Commission at a later date.

B. Complaints and Suggestions to the Commission. When any citizen brings a complaint before or makes a suggestion to the Commission, other than for items already on the agenda, the President shall first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of the legislative acts or suggestions for changes to such acts, and if the commission finds such complaint suggests a change to an ordinance or resolution of the Port, the Commission may refer the matter to staff for study and recommendation.

2. If administrative, and a complaint regarding staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of department heads, the President shall then refer the complaint directly to the department head for review, if the complaint has not already been reviewed. The commission may direct the department head to report to the Commission when the review has been made. In a complaint against the Manager, the President may investigate and report back to the Commission at a later date.

Section 26. Conflicts of Interest/Ex Parte Contact. If a conflict of interest is declared by a Commissioner prior to discussing or during discussion of a business item, the Clerk of the Board will report to the Commission on whether the conflict -- real or perceived -- exists. In the event of a real conflict of interest, a member of the Commission shall refrain from participating in discussion and abstain from voting. A perceived conflict of interest shall be stated for the record as well but does not preclude the Commissioner from participating in discussion or voting on the matter. In the event any member of the Commission has had any ex parte contact regarding a matter, the member shall declare such contact prior to participating in any vote on the matter.

Section 27. Motions.

A. The President shall entertain motions from the Commission, though the President may ask for a staff report in advance to suggest a recommended motion along with background material. The President shall refrain from making or seconding motions.

B. No motion shall be debated until it has been seconded and announced by the President. Before debate, the Clerk of the Board will ensure the accuracy of the motion for the minutes.

C. If a motion does not receive a second, then the issue is not considered. The President shall allow an opportunity for the motion to be rephrased or otherwise discussed before moving on to the next business item.

D. A motion may not be withdrawn without the consent of the Commissioner seconding it.

E. If during discussion, the originator of the motion and the Commissioner seconding it agree, a friendly amendment may be moved forward.

Section 28. Debate.

A. Any Commissioner who has the floor shall confine comments to the question under debate; avoid personalities and refrain from impugning the motives of any member argument or vote.

B. Commissioners shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the commission. No Commissioner shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

C. Commissioners, once recognized, shall not be interrupted while speaking, unless called to order by the President, or unless a Commissioner raises a point of order while he or she is speaking, in which case, he or she shall cease speaking immediately until the point is determined. Points of order focus on whether the rules are being followed or in the case of this section, which a Commissioner finds the speaker in violation of this Section. If ruled to be in order, he or she shall be permitted to proceed; if ruled to be out of order, he or she shall remain silent or shall alter his or her remarks as to comply with the ruling. (Robert's Rules of Order Newly Revised, 10th Edition, pg. 240)

D. Commissioners desiring to question the administrative staff shall address his or her question to the President, who shall be entitled to either answer the question or designate a staff member for that purpose.

E. Citizens desiring to address the Commission shall first be recognized by the President and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Commission as a whole and not to any individual

Commissioner thereof. The President has full authority to allow or disallow public comments during debate.

F. Subsidiary Motions. When a question is before the commission, no motion shall be entertained except:

1. to postpone indefinitely (dispose the question without a vote).
2. to amend (make changes to the question);
3. to refer (establish a committee to further review);
4. to postpone (consider the question at a later time);
5. for the previous question (end discussion and vote);

These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate. (RR, 10th Ed., 60)

Section 29. Voting.

A. Votes Made Public. Upon conclusion of discussion or when the previous question has been called for, the President shall first ask for the yes votes, followed by the no votes. After a vote has been taken, the presiding officer shall announce the results of the vote. Modifications to this policy are allowed, but all individual votes must be made public and entered into the minutes.

B. Voting Required. When the vote has been called for, every present Commissioner shall vote either yes or no, except in a case when a real conflict of interest has been determined. Commissioners shall, at the time of voting, make a statement for the minutes indicating their reason for abstaining.

C. Minimum Votes Required. The passage of any motion shall require the affirmative vote of at least a majority of the whole Commission.

D. Tie Vote. In case of a tie vote, the proposal shall be considered lost.

E. Changes. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business

Section 30. Adjournment. The meeting shall be adjourned by decision of the Chair, a majority vote or as a result of the loss of a quorum. The time of adjournment shall be recorded in the minutes.

Section 31. Minutes of Meetings

A. Written Minutes. The Commission shall keep and approve written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

1. All members of the Commission present.
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.

3. Results of all votes, including the vote of each member by name unless unanimous.
4. The substance of any discussion on any matter.
5. A reference to any document discussed at the meeting.

B. Minutes of Executive Sessions. Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. (ORS 192.650(2))

C. Disclosure of Executive Session Matters. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Commission. (ORS 192.650(2))

D. Amendments to Minutes. Additions and corrections to minutes shall be identified in the minutes of the meeting in which the additions and corrections were discussed.

E. Retention. Officially approved minutes, resolutions, ordinances and a meeting packet shall be retained indefinitely as part of the public record.

F. Availability to the Public. Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. Every attempt will be made to post minutes to the Port's website to increase public access. (ORS 192.650(1))

Section 32. Public Records.

A. Fees. The Port shall set all fees for review or duplication of public records on an annual basis and by resolution. (ORS 294.160)

B. Authorization Required for Removal of Original Records. At no time shall an original record of the Port be removed from the Port's files or the place, at which the record is regularly maintained, except upon authorization of the Port Commission.

C. On-Site Review of Original Records. If a request to review original records is made, the Port shall permit such a review provided that search fees are paid in advance in accordance with Port policy. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

D. Unauthorized Alteration, Removal, or Destruction of Originals. If any person attempts to alter, remove or destroy any Port record, the Port representative shall immediately terminate such person's review, and notify the attorney for the Port.

PART VI. ADMINISTRATIVE PROVISIONS

Section 33. The recitals of this resolution are incorporated herein by reference and adopted as findings in support of this Ordinance.

Section 34. All rights and privileges hereby granted shall be effective 30 days after its adoption. (ORS 198.570(1))

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this ____ day of _____, 2012.

Val Folkema, President

ATTEST:

John Luquette, Secretary/Treasurer

CERTIFICATE
Attestation of a Copy of a Document

State of OREGON)
County of Tillamook)

I certify that this is a true and correct copy of a document in the possession of Port of Garibaldi.

Dated: _____, 2012

Notary Public - State of Oregon

OLD BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *44' Coast Guard Motor Lifeboat #44385 – Update*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

BACKGROUND

- Board requested Port Manager to inquire with Coast Guard and Coast Guard Auxiliary for maintaining the 44' Coast Guard Motor Lifeboat as a monument, ask SDAO for any insurance issues and locate a possible monument site on Port property.
- Coast Guard is not interested in maintaining the vessel.
- Coast Guard Auxiliary will inform the Port after their next regular scheduled meeting.
- SDAO suggested the Port to contact CAL/OR Insurance to check on monument coverage.
- Port has received two interested maritime museums. One in Oregon and another in Washington for alternative options for the vessel.

UPDATE

- The Coast Guard Auxiliary would be interested in restoring and/or maintaining the craft, however the agency has zero funds to contribute to the project. If the material costs associated with the project were covered by the Port or another party, members of the CGAUX would volunteer their time to handle the project.

DOCUMENTS

- None

COMMISSION ACTION OR RECOMMENDATION

- Board review and discussion for direction to proceed.

OLD BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Slugs N Stones N Ice Cream Cones Lease Renewal Request - Updated*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- Slugs N Stones current lease ends October 31, 2017.
- Current lease, Section 16 Surrender at Expiration, stipulates the building becomes Port owned at the end of the lease term.
- Slugs N Stones provided the Port a proposal for a lease renewal for consideration for the September 19 and 29th meetings.
- After the 29th meeting, Darla provided the Port a revised proposal to consider.

DOCUMENTS

- Slugs N Stones N Ice Cream Cone new proposal dated September 30, 2017, 1 page

COMMISSIONERS ACTION

- Board review, discussion and motion to accept proposal from Slugs N Stones N Ice Cream Cones.

Gary

From: slugsquare <slugsquare@charter.net>
Sent: Saturday, September 30, 2017 5:22 PM
To: 'gary@portofbrookingsharbor.com'; 'angi@portofbrookingsharbor.com';
'jan@portofbrookingsharbor.com'; 'roy@portofbrookingsharbor.com';
'andy@portofbrookingsharbor.com'; 'roger@portofbrookingsharbor.com'
Subject: Slugs N Stones updated lease proposal

Dear Gary and Port Commissioners;

First of all I want to thank each one of you for the time you put in for the port and our community as a whole. Being at the meeting caused me to realize each one of you sacrifices a lot of time for all of us.

Secondly, when I awoke this morning I had a few questions on my mind that I didn't think of last night and I have an additional proposal for all of you.

When I bought the shop (building, equipment and business) I had to do all through the local title company. I will be paying for this building and business for 6 more years.

I was thinking it might be in the best interest of all involved if I simply paid you the additional 7.9 cents per square foot that we agreed on in a one lump payment and simply keep ownership of my building as it is right now. That would eliminate going back through the title transfer now and then again three years from now, potentially saving both of us from having to go through the title company multiple times.

So my proposal is this:

1. I pay the port $0.079 \times 1600 \text{ sq. ft.} \times 36 \text{ months} = \4550.40
2. My lease would reflect that the building belongs to me and it doesn't transfer to the port for three years then back to me.
3. I would begin paying the port at the current 30 cents per square foot as of my November 2017 lease payment which would make my new monthly amount \$480.00 plus my \$11.00 for water resulting in a new total monthly lease payment of \$491.00.

I think this all came to me after I listened to the idea of selling Chetco seafood to Willie but it didn't come together until this morning. I apologize for not realizing this last night but better now than before the first of November. And, I also realized it would save time, money and effort on both of our parts in the long run. And it might be easier and less bookkeeping for you if you had one check larger check to send in to the state as opposed to a smaller monthly amount for the next three years.

I am hopeful since you unanimously voted for me to stay this all makes sense to you like it does to me.

I hope this has reached you in a timely manner and you can consider this before my lease is up at the end of October.

Sincerely,

Darla Winegarden

NEW BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Event Application Update & Review – 2018 Event Scheduling*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- 2017 events on Port property have concluded.
- 2018 events should begin planning and scheduling dates with the Port.

DOCUMENTS

- 2017 Events that occurred on Port property, 1 page
- 2017 POBH Grounds User Agreement, 9 pages

COMMISSIONERS ACTION

- Port Managers recommendation to continue with existing rates for another year and then consider rate increases for calendar year 2019.
- Board review, discussion and motion to accept current rates for calendar year 2018. Review rates for calendar year 2019 during the Fiscal Year 2018-19 review (Feb 2018).

2017 Events

Dates	Event	Organization	Responsible Person
May 26 - 28	Rock the Chetco	Chetco Brew	Alex Carr-Fredrick
May 27 - 28	Curry County Cruisers	Curry County Cruiser	Jim Haggerty
June 3 - Oct 14	Saturday's Boardwalk Market	Chetco Brew	Alex Carr-Fredrick
July 1 - 2	Dog Days of Summer Brew Fest	Chetco Brew	Alex Carr-Fredrick
July 4	Fireworks	Brookings Harbor Fireworks Committee	Barbara Ciaramella
July 15 - 16	Southern Oregon Kite Festival	Southern Oregon Kite Festival	John Curtis
Aug 11 - 13	Pirates of the Pacific Festival	Pirate Productions	Bruce Ellis
Sept 2 - 3	Salmon Famine Fest	Chetco Brew	Alex Carr-Fredrick
Sept 16	Oktoberfest	Chetco Brew	Alex Carr-Fredrick
Sept 30	Raining Cats & Dogs	Rotary Club of Brookings Harbor	Judy May-Lopez



Port of Brookings Harbor Grounds User Agreement (Flat Fee)

This AGREEMENT is made this ____ day of ____, 20__, by and between Port of Brookings Harbor General Manager, acting by and through its Board of Commissioners, and:

Organization _____

Address _____

Responsible Person _____

hereinafter referred to as PERMITTEE, for a non-assignable permit to use and occupy that portion of the Port of Brookings Harbor Grounds ("POBH") described herein below:

Phone/email: (____) ____ - _____

Usage Date(s) From _____ to _____ Usage Time(s) _____ to _____

Intended Activity / Location _____

Insurance Company _____ Policy No. _____

I. PERMIT TO USE

- A. **Permit to Use.** On the terms and conditions set forth below, the Board of Commissioners grants to Permittee, its employees, agents, contractors, and invitees a permit to use and occupy the following facilities at POBH described as:

Port of Brookings Harbor Rate Schedule*

	Area	Rate Per Day
1	Boardwalk Retail	\$ 300.00
2	Boardwalk Retail / Parking Lot	\$ 600.00
3	Kite Field	\$ 300.00
4	RV Park Picnic Area	\$ 125.00
5	Parking Lots:	
a.	Behind Mainbrace Building	\$ 300.00
b.	Boat Wash Parking Area	\$ 300.00
6	Saturday Market	\$10.00/Vender
7	Car Shows	\$5.00/Car
8	Other:	

Approved 12-20-16

Use of the POBH grounds outside of any of the above listed POBH facilities is not permitted unless specifically addressed in this Agreement. Except as otherwise specifically stated herein, Permittee's permit to use the POBH facilities is non-exclusive. Such POBH facilities to be used by Permittee are hereinafter referred to as the "Property".

- B. **Alcohol Deposit and Insurance.** The concessionaire who will be selling alcohol will be required to supply POBH with proof of liquor liability insurance, stand location(s), security outline, signage, and a copy of the OLCC permit no later than one week prior to the event. The concessionaire will bear the sole responsibility for costs of security and identification checks. Patrons are prohibited from bring bottles, cans and alcoholic beverages onto POBH grounds.

II. USE OF THE PROPERTY

- A. **Permitted Use.** Permittee is granted a permit for the sole permitted use of: _____

(type of event), hereinafter referred to as the "Activities".

1. The Property shall be used for the Activities and for setup, cleanup, and other activities incidental thereto, and for no other purpose. Permittee shall do its own setup and cleanup, including re-stacking tables and chairs and properly disposing of all trash and debris. No tape, staples, nails, etc., may be used on POBH Boardwalk, buildings or equipment. Only painters masking tape approved by the Manager of POBH may be used. Permittee shall supply its own painters' masking tape. **No weight barring (tire) equipment allowed on Boardwalk.**
2. Permittee shall be responsible to insure all personal property brought onto the Property or otherwise stored on the Property.
3. POBH and the Board of Commissioners does not relinquish its right to enforce rules, regulations and its use policies for the operation of the Property and for that purpose may enter the Property at any time. POBH and the Board of Commissioners reserves the right to eject from the Property or refuse entry to the Property any person whose conduct or violation of POBH's rules and regulations render such person subject to being ejected or barred, and for the exercise of this authority, Permittee waives any right for claim against the Board of Commissioners, Port of Brookings Harbor, and its elected officials, officers, employees, agents and volunteers.
4. Access will be made available to necessary facilities through the POBH office. Keys will be furnished only in extraordinary circumstances.
5. No alcohol is allowed in any building or on the grounds of POBH, including the parking areas, without the express written consent of the Board of Commissioners. For those Activities where consent has been given, Permittee must provide, at its own expense, a licensed server. A copy of the server's OLCC license must be provided to the Manager of POBH prior to Permittee's event. Permittee is

solely and wholly responsible to ensure that all OLCC rules and regulations are followed.

6. No marijuana items are allowed in any building or on the grounds of POBH, including the parking areas. "Marijuana items" means marijuana, cannabinoid products, cannabinoid concentrates and cannabinoid extracts.

B. **Fees.** Permittee agrees to pay POBH for use of the Property in, "as-is" condition, the following manner:

1. Two copies of this Agreement signed by Permittee and a rental deposit of \$_____ (50% of total use charges), the sum of which is nonrefundable upon cancellation, shall be delivered to the POBH office by _____. A fully executed copy of this Agreement will be returned to Permittee for its records.

2. The remaining balance of \$_____, required general liability (and alcohol insurance, if applicable) insurance policy certificates, documentation of fire marshal approval, fire safety sign-off sheet, equipment list and setup information, and marketing information shall be delivered to the POBH office by _____ (60 days prior to event).

3. POBH does not supply extension cords, stage, ladders, fans, hand tools, office supplies/equipment, telephone or copy service for Permittee's Activities. Any additional equipment, extra help, secured WIFI lines and/or materials requested by Permittee during the Activities shall be coordinated through POBH and invoiced to Permittee. Such charges are payable by Permittee to the POBH office within 10 days of Permittee's receipt of such invoice.

C. **Dates and Hours of Event (including set up and tear down):** Beginning at _____ (time) on _____ (date) until _____ (time) on _____ (date). Event use hours are from 8:00 a.m. to 10:00 p.m. Additional use hours require pre-approval by the Manager of POBH. Music and amplified sound is prohibited after 10:00 p.m. in any outdoor arena.

D. **Restrictions on Use.** In connection with the Activities contemplated in this Agreement, Permittee shall, and shall cause its members, employees, agents, volunteers, independent contractors, exhibitors and invitees to abide by the following restrictions on use:

1. **Law Observance.** Conform to all applicable laws, statutes, regulations, ordinances, rulings and licensing requirements of any public authority relating to the Activities or the Property, the use thereof or any activity thereon.

2. **Compliance with Rules and Regulations.** Comply with all rules and regulations of the Board of Commissioners and POBH for management of the Property. If the attention of Permittee is called to any violation on the part of Permittee or any person admitted to the Property by Permittee or any exhibitor or invitee of Permittee, Permittee shall immediately take such action as is reasonable with Permittee's power to cause the violator to desist from and correct the violation.

Approved 12-20-16

3. **Electricity.** All electrical outlets are 20-amp service only. If extra lights, other than regular house lights, or electrical power shall be required by Permittee, they shall be installed at Permittee's expense and the electric power shall be paid by Permittee at current rates in effect for the Property. All electrical connections must be made by POBH. Multiple plugs such as twin sockets, cube taps or similar devices will not be permitted and any such connections shall be corrected to conform with Board of Commissioners Interim Use Policies and fire regulations, the cost thereof to be paid by Permittee; and all exhibitor's electrical equipment shall be properly wired to meet Fire Underwriters specifications and all other statutes, ordinances and regulations.

4. **Defacement of Buildings.** Permittee shall not injure, mar or in any manner deface the Property, or drive or permit to be driven any nails, hooks, tacks or screws in any part of the Property or make or allow to be made an alteration of any kind therein. If the Property is damaged by the act, default or negligence of Permittee or any person or persons admitted to the Property by Permittee, Permittee shall pay to POBH such sum as shall be necessary to restore the Property to its original condition. Permittee assumes full responsibility for the acts and conduct of all persons admitted to the Property by Permittee and agrees to have on hand at all times sufficient security personnel to maintain order and protect persons and property.

5. **Water.** POBH will furnish, through facilities presently installed on the Property, water for human consumption and for ordinary toilet or janitorial purposes, but for no other purpose, unless otherwise specifically provided for in this Agreement. No water facility, appliance or apparatus thus furnished by POBH will be used for any purpose other than that for which it is constructed, and no sweepings, rubbish, rags, paper or other substance shall be thrown in it. If any such misuse results in damage to any such facility or equipment as a result of Permittee use or occupancy of the Property, the damage shall be paid for by Permittee.

6. **Seating Capacity.** Permittee shall not admit to the Property a larger number of persons than can safely and freely move about, and the decision of the Manager of POBH in this respect shall be final. Permittee will not permit chairs or movable seats to be placed in passageways and will keep passageways clear at all times. No portion of the sidewalks, grounds, entries, passages, vestibules, halls, abutting streets or ways of access to public utilities of the facilities shall be obstructed by Permittee or used for any purpose other than for ingress to and egress from the Property.

7. **Signs and Posters.** Permittee will not place any sign advertisement, post or other material or card on any part of the Property except in locations approved by the Manager of POBH and shall place only such material on the billboard as relates to the event for which this use permit is given, and for such period of time as may be approved by the Manager of POBH. Permittee shall immediately, on notice by the Manager of POBH, remove any material which the Manager of POBH determines to be in violation of the paragraph. All approved signs, post, or other

material or cards approved by the Manager of POBH will be removed by Permittee immediately after the event or Permittee will be charged \$50.00 per day until such items are removed. The use of adhesive tape or staples for the attachment of such materials to surfaces at POBH is prohibited, except on designated bulletin board areas.

8. **Hazardous Materials.** Permittee shall not, without the written consent of the Manager of POBH, operate any engine, motor or machinery on the Property or use oils, burning fluids, camphene, kerosene, propane, naphtha or gasoline for either mechanical or other purposes or any agent other than electricity for illuminating the Property.

- E. **Box Office Facilities and Admissions Control.** Only those persons authorized by the Manager of POBH may use box office facilities or be otherwise engaged as ticket sellers, ticket takers, ushers, door guards or other admissions control personnel. Permittee agrees to comply with POBH's minimum requirements concerning admissions control personnel and to pay the cost thereof pursuant to Section III.A (Extra Help).
- F. **Failure to Vacate.** At the end of the term of this Agreement, Permittee shall promptly remove all its personal property from the Property. Permittee shall pay additional rent in the amount of \$100.00 per hour (including any partial hours) until Permittee has completely vacated and removed all its personal property from the Property. If any such personal property remains on the Property after the end of the term, the POBH, at its option, shall have the right to remove and dispose of it at the expense of Permittee; or the POBH may permit the personal property to remain on the Property and for any such period beyond the term of this Agreement. In either event, the POBH and its elected officials, officers, employees, agents and volunteers shall not be liable for any damage or loss to any such personal property, either by reason of its removal or disposition, or by reason of any occurrence on or condition of the Property. If the POBH elects to remove and store the personal property, it shall have a lien on it for the reasonable cost of removal or storage.

III. GENERAL TERMS AND CONDITIONS.

A. **Extra Help.** If it is necessary for POBH staff to assist Permittee with setup, cleanup or Permittee's event, or if it is necessary for the Manager of POBH to employ extra help, such as stage hands, public address system operators or janitors, Permittee shall pay for the cost of such extra help at a rate of \$100.00 per hour, including any partial hours.

B. **Exhibitors.** If Permittee makes any part of the Property under this Agreement available to other persons or entities as exhibitors as part of this use, the exhibitors shall be subject to all of the provisions of this Agreement and to the authority of the Manager of POBH under those conditions, but in any event Permittee shall be fully responsible for all acts or omissions of the exhibitors as if they were its agents or employees.

C. **Responsibility for Property.** The Board of Commissioners and Port of Brookings Harbor assume no responsibility to Permittee for any property placed on the Property by Permittee, independent contractors, exhibitors or invitees, or for any loss incurred by Permittee as the result of any injury or damage to persons or property sustained during or

by reason of the occupancy of the Property by Permittee under this Agreement, it being understood that Permittee accepts the Property as-is and based upon Permittee's own inspection of the Property as to its condition and safety.

D. **Re-Entry by the POBH.** If Permittee vacates the Property prior to the expiration of the term of this Agreement, the POBH may re-enter by force or otherwise and, at its option, may re-rent the Property as agent of Permittee and receive the rent, applying the same, first to payment of expenses incurred in re-entering and re-renting the Property and second, to the payment of the rent due under this Agreement. Any surplus thus collected will be paid to Permittee and Permittee agrees to pay the POBH on demand, any deficiency. This shall not be construed to impose any obligation on the POBH part to re-enter or re-rent or attempt to re-rent or to affect the obligation of Permittee to pay the full amount of rental in case the Property is to be re-rented.

E. **Parking.** Permittees are required to control all traffic and parking regulations on POBH properties during the event. Parking availability is "as-is". When traffic control or parking assistance is in the safety interest of the general public, the POBH will provide such assistance and bill the Permittees for services rendered.

F. **Animals.** It is the responsibility of the Permittee to insure that all animals are controlled safely and responsibly. Dogs must be on a leash at all times. Owners are expected to clean up after their animals and deposit waste/manure in marked areas. Horses, llamas and cattle are prohibited from the lawn areas except when prior authorization has been given by the Manager of POBH.

G. **Security.** The Manager of POBH, on consultation with Permittee, will determine security and law enforcement staffing for the Activities. All security and law enforcement costs are the sole responsibility of Permittee.

H. **Indemnity.** Permittee shall indemnify, hold harmless, and defend, the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers from and against any and all claims, suits, actions, losses, damages, liabilities, costs or expenses (including reasonable attorney fees and costs, whether or not incurred in litigation) on account of personal injury, death or damage to or loss of property or profits resulting from or arising out of, in whole or in part, any act, omission, negligence, fault, threat to safety of person or property at POBH, or violation of law or ordinance by Permittee or any person entering POBH or the Property with the implied or express permission or invitation of Permittee. For purposes of this section, Permittee's obligations include, but is not limited to, acts, omissions or negligence of Permittee, its members, officers, employees, agents, independent contractors, exhibitors, invitees, customers or other participants. Neither Permittee nor any claims representative or attorney engaged by Permittee shall defend the claim in the name of the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers without first receiving from Port of Brookings Harbor Counsel, in a form and manner determined appropriate by the Port of Brookings Harbor Counsel, authority to act as legal counsel for the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers, nor shall Permittee settle any claim on behalf of the Board of Commissioners, Port of Brookings Harbor and its elected

officials, officers, employees, agents and volunteers without the approval of Port of Brookings Harbor . The Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers shall have no liability to Permittee or its members, employees, agents, independent contractors, participants, exhibitors or invitees for any injury, loss, or damage caused by third parties or by any condition of the Property, except to the extent solely caused by POBH gross negligence.

I. **Insurance.** Permittee shall, at its sole cost and expense, procure and maintain in full force through the term of this Agreement (including setup and teardown) comprehensive general liability insurance with coverage limits of at least \$1,000,000 per occurrence; \$2,000,000 aggregate for damage or injury to the Property, buildings or grounds of POBH in the care, custody and control of Permittee, with each policy naming the Board of Commissioners, Port of Brookings Harbor and its elected officials, officers, employees, agents and volunteers as additional insureds. Permittee's name on such policies shall be the same as on this Agreement. The policies must obligate the issuing insurance company to provide at least 30 days prior written notice to the POBH before cancellation or change in coverage. Evidence of coverage and additional insured endorsement(s) must be provided to the Manager of POBH at least 14 days prior to Permittee's use of the Property. Failure to meet any of these insurance mandates shall constitute a material breach of this Agreement by Permittee and POBH may, at its discretion, terminate this Agreement.

J. **Default by Permittee.** If Permittee fails to pay the amount due under this Agreement or keep or perform any of its other obligations under the terms of this Agreement, at the time specified, and fails to correct said default immediately upon notice, the POBH may terminate this Agreement, re-enter the Property and remove all persons and property and resort to any legal proceeding necessary to obtain possession. Such termination and re-entry shall not relieve Permittee from the obligation of paying any amounts theretofore accrued or from liability for loss caused by Permittee's breach or violations; and its obligation on re-entry shall be the same as those prescribed by Section III.D.

K. **Unforeseen Impossibility.** If fire or any other casualty or unforeseen occurrence of the occupation of the Property by the federal or state government, or the effects of a labor dispute, render the Property to be occupied hereunder unusable, and render fulfillment of this Agreement impossible, then this Agreement shall terminate. In such event, if the Permittee has not had any use of the Property, the sums therefore paid shall be refunded to Permittee, but if the Permittee has used and occupied the Property prior to such termination, Permittee shall pay for the use of the Property only up to the time of such termination. In the event of termination under this section, Permittee waives any claim for any damages or compensation.

L. **Cancellations.** Permittee shall not be entitled to cancel or otherwise terminate this Agreement without the express written consent of the Manager of POBH. If cancellation is made at least 60 days prior to the scheduled event, 50% of the final payment stated in this Agreement may be refunded. No refunds will be given if cancellation is made in the 60 days prior to the event. POBH may cancel this Agreement upon 30 days' written notice to Permittee.

M. **Discretionary Matters.** Any decision affecting any matter not herein expressly provided for in this Agreement shall rest solely within the discretion of the Board of Commissioners and the Manager of POBH, as applicable.

N. **Attorney's Fees.** In case a suit or action is instituted by either party hereto arising out of this Agreement, the prevailing party in such litigation, including any appeal, shall be entitled, in addition to costs and disbursements provided by statute, to reasonable attorney fees as determined by the court on trial or appeal.

O. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

P. **Assignment.** Permittee shall not assign or transfer any of its interest in this Agreement without the written consent of the Manager of POBH. In the event that consent is granted for an assignment, the provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties hereto and the respective assigns.

Q. **Governing Law; Jurisdiction; Venue.** This Agreement shall be governed and construed in accordance with the law of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between POBH and the Permittee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Curry County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Gold Beach, Oregon. Permittee, by the signature herein of its authorized representative, hereby consents to the in personam jurisdiction of said courts.

R. **Severability.** The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision to be held invalid.

S. **Waiver.** The failure of POBH to enforce any provision of this Agreement shall not constitute a waiver by POBH of that or any other provision.

PERMITTEE, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE BELOW, HEREBY ACKNOWLEDGES THAT PERMITTEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

PORT OF BROOKINGS HARBOR
BOARD OF COMMISSIONERS:

PERMITTEE:

By: _____
Title: Manager of POBH, as authorized
by the Port of Brookings Harbor Board of
Commissioners of Commissioners

By: _____

Title: _____

Date: _____

Approved 12-20-16

NEW BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Kathy's Corner Request for Additional Retail Center Space*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

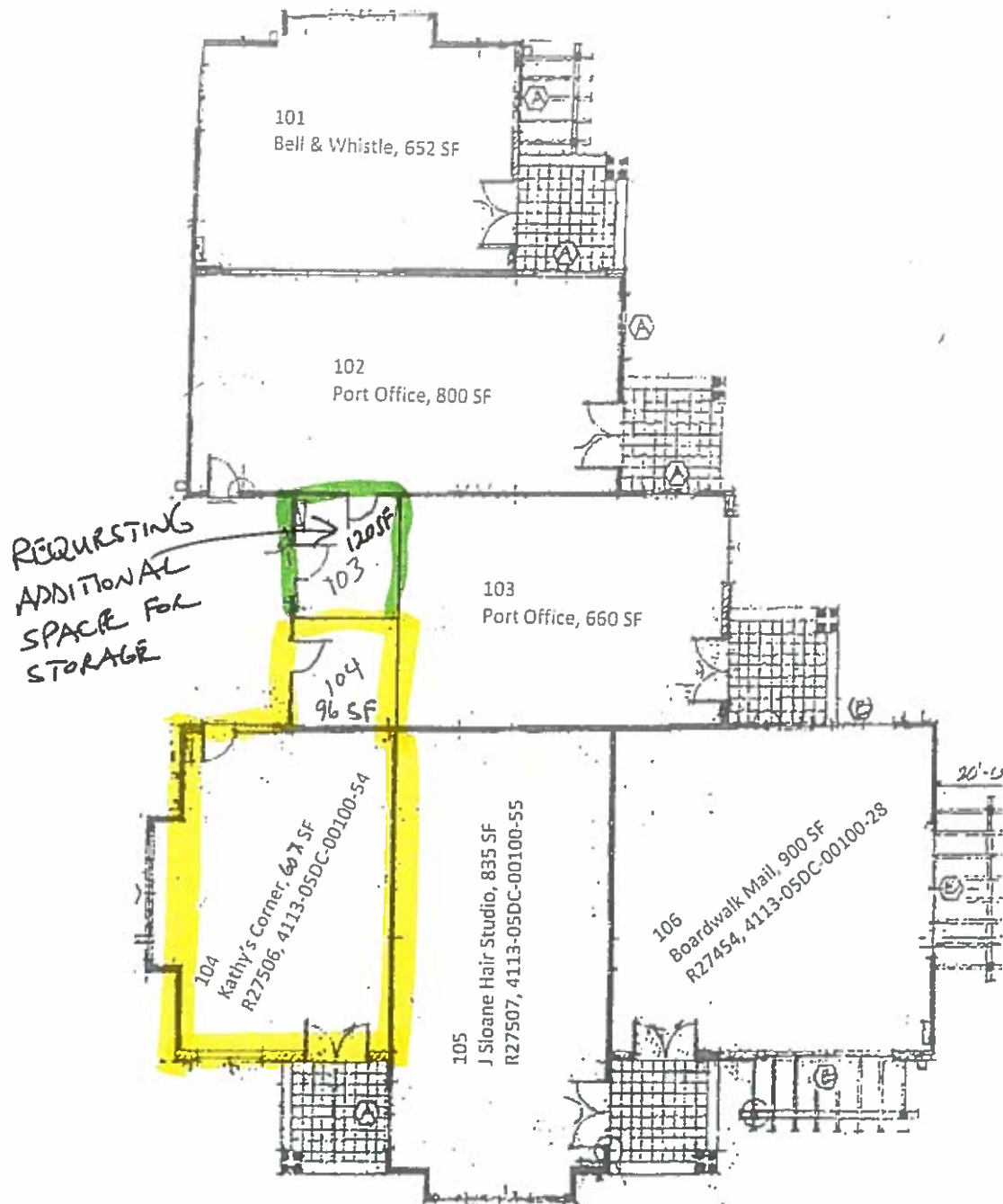
- Kathy's Corner requested additional retail space from Building #1 Suite 103 for storage. Square footage is approximately 120.

DOCUMENTS

- Building #1 map, 1 page

COMMISSIONERS ACTION

- Board review, discussion and provide direction.



Building 1
16340 Lower Harbor Road

NEW BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Bubbles Boutique Proposal for Retail Center Space*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

- Deborah has submitted a proposal for Building #1 Suite 103 rental.

DOCUMENTS

- Bubbles Boutique proposal dated October 10, 2017, 1 page
- Building #1 map, 1 page

COMMISSIONERS ACTION

- Board review, discussion and provide direction.

Deborah Chalmers

16063 Driftwood Lane, Sp. 23
Brookings, OR 97415
510-717-2336
dcrusinlady@aol.com

Port Manager
Port of Brookings-Harbor
16340 Lower Harbor Rd. Suite 103
Brookings, Oregon 97415

October 10, 2017

Dear Gary,

I respectfully submit the following revised business proposal for your review and consideration:

I would like to lease half of the Port Offices current space, (approximately 800 square feet) effective January 1, 2018. If the port would correct the air conditioning issues, put up the dividing wall between suites and insert an interior door, I will take care of the balance of what needs to be done at my own expense. Since this space needs renovation, I would also request that I be given the allotted time, rent free, to accomplish this renovation.

My plan is to operate a retail business under the DBA, **Bubbles Boutique**, where in I would be selling women's and men's wear, unique gifts and collectables not available or found in this region.

My plan is to be open for business all year round, with longer business hours during peak tourist season.

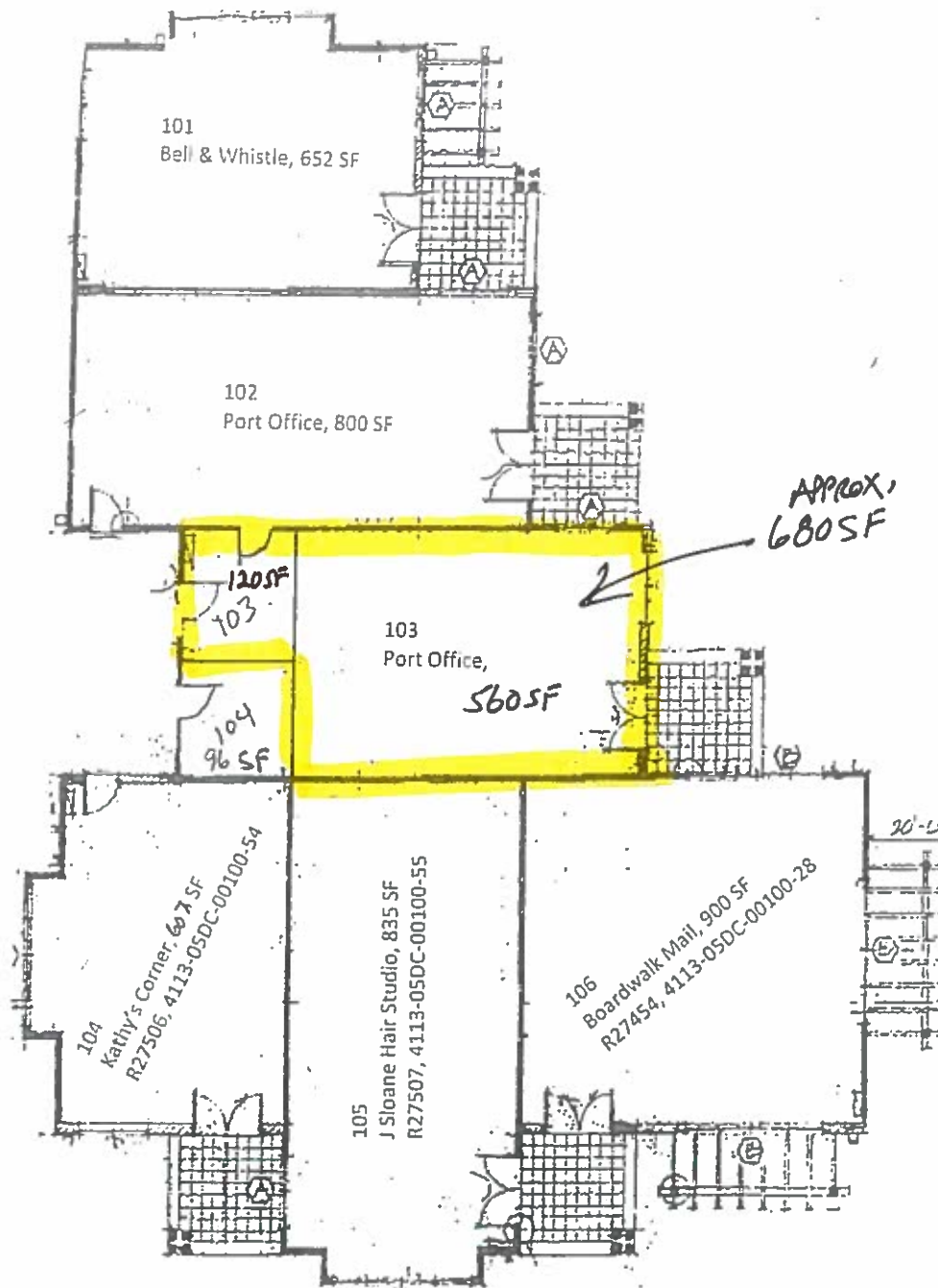
My additional plan is to operate a mail order business through EBay during the off season and also advertise my expertise as an interior designer for new residents relocating to the area.

Thank you for your time and I will look forward to your response.

Sincerely,



Deborah Chalmers



Building 1
16340 Lower Harbor Road

NEW BUSINESS AGENDA ITEM

DATE: *October 17, 2017*
RE: *Oregon State Treasury LGIP Participant Application*
TO: *Port of Brookings Harbor, Board of Commissioners*
ISSUED BY: *Gary Dehlinger, Port Manager*

OVERVIEW

LGIP (Local Government Investment Pool)

LGIP is an open-ended, no-load diversified portfolio offered to municipality, political subdivision, or public corporation of Oregon. The pool is commingled with state funds in the Oregon Short Term Fund (OSTF). The pool enables participants to manage their funds in a manner that seeks to maximize the yield on their investments while meeting the safety and liquidity requirements for their funds.

Investment Objectives

- **SAFETY.** LGIP offers a safe environment for short-term investments.
- **LIQUIDITY.** The pool's investment portfolio is to be sufficiently liquid to enable participants to meet all operational requirements that might be reasonably anticipated.
- **RETURN ON INVESTMENT.** The pool's investment portfolio is to be designed with the objective of attaining a market rate of return, taking into account its investment risk constraints and the cash flow characteristics of the pool. *(Current, September 2017, interest rate is 1.45%)*
- **MULTIPLE ACCOUNTS.** There is no limit on the number of pool accounts that a participant may open.
- **ONLINE ACCOUNT ACCESS (EON).** Participants may view pool accounts and initiate transactions online via a system called EON.
- **NO MINIMUM BALANCE.** LGIP requires no minimum balance.
- **AVAILABLE TRANSACTIONS.** ACH Purchase, ACH Redemption, Wire Transfer Redemption, Received ACH, Returned ACH and ACH Reversal.
- **PARTICIPANT-to-PARTICIPANT TRANSFERS.** Transfers between pool accounts owned by different participants may be initiated via the pool's online system or by calling customer service.
- **DISTRIBUTIONS to & from OTHER STATE AGENCIES.** Many state agencies are currently making distribution transfers to LGIP via the Statewide Financial Management System (SFMS).
- Port's current annual percentage yield earned with Umpqua Bank is 0.15%.

DOCUMENTS

- LGIP Participant Application and documents, 16 pages

COMMISSIONERS ACTION

- Port staff is recommending Board approval to open an account with Oregon State Treasury to increase the interest rate from 0.15% to 1.45%. Recommend placing all restricted funds and tax dollars into the account until needed.



Oregon State Treasury

LGIP Participant Application

Use this form to apply to become a participant in the pool. Fax or mail this form to the fax number or address at the bottom of the page.

Participant Information

Local Government Name (Name to appear in pool records)	Taxpayer Identification Number	Entity Type (See below list)
Port of Brookings Harbor	93 - 6013807	Special District - Port
Legal Name (Name as filed with the IRS, if different from above)	Fiscal Year End (Month and Day)	
	06/30/2017	
Contact Person	Phone Number	Fax Number
Kim Boom	(541) 469-2218	(541) 469-0672

Entity Type

City

Community College

County

Education Service District

School District

Special Districts

Cemetery

Communications

Council of Government

County Service

Special Districts (Continued)

Drainage

Fire/Ambulance

Hospital/Health

Irrigation

Library

Park & Recreation

Port

Public Utility

Road

Special Districts (Continued)

Sanitary

Soil & Water Conservation

Transit

Vector

Water

Water Control

Other Special District

Additional Required Documentation

You must submit the following additional documentation:

- Copy of governing body minutes/resolution authorizing participation in the pool

Certification and Acknowledgment

I certify that I am a local government official or tribal government official per ORS 294.805 and that I have the consent of the governing body of the local government or tribal government named above to invest up to the maximum amount per ORS 294.810 in the Oregon Local Government Investment Pool. I also acknowledge that I have read and understand the LGIP Information Statement.

Authorized Representative Signature	Authorized Representative Name	Date
X	Angi Christain	
Title	Phone Number	Ext.
President		
E-mail Address		
angi@portofbrookingsharbor.com		

TREASURY USE ONLY	
Treasury Representative Signature	Date

POOL USE ONLY	
DATE	INITIALS
Processed	
Confirmed	

TOBIAS READ
STATE TREASURER



FINANCE DIVISION
CORA R. PARKER
DIRECTOR
350 WINTER STREET NE, SUITE 100
SALEM, OREGON 97301-3896
(503) 378-4833
FAX (503) 373-1179
www.oregon.gov/treasury

OREGON STATE TREASURY

September 18, 2017

TO: Local Government Investment Pool Participants

FROM: Brady Coy, Banking Operations Manager

SUBJECT: ORS 294.810 Limitation

Effective August 31, 2017, the limitation in ORS 294.810 is increased from \$47,390,998 to \$48,333,000.

Per ORS 294.810, the Oregon State Treasury is responsible for adjusting the limitation on the aggregate of funds that a local government official or tribal government official may place in the Local Government Investment Pool.

The adjustment is calculated by multiplying \$30 million by the percentage, if any, by which the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31 of the current calendar year exceeds the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31, 1995.

Sept 2017 – Aug 2017 U.S. City Avg. CPI	243.392
Sept 1994 – Aug 1995 U.S. City Avg. CPI	151.075
Percentage Difference	161.11%

Baseline Limitation	\$30,000,000.00
2017 Multiplier	161.11%
Effective Limitation	\$48,333,000.00



Oregon State Treasury

Local Government Investment Pool

SFMS Distribution Document Numbers

Many state agencies are currently making distribution transfers to Local Government Investment Pool accounts via the Statewide Financial Management System (SFMS). For account statements prior to October 2017, the list below should help you better identify what these transfers are for, based on the document number (beginning October 2017, account statements display a description in lieu of the document number).

For example, if you noticed a credit to your pool account on your Treasury statement with a document number of 581LTSF0200, you could determine from the list below that the payment was for basic school support (LTSF).

Doc #	Description	Doc #	Description
LTAO	CFAA Monthly Allotment	LTME	State Police Medical Examiner
LTAV	P&R AVT Project	LTMN	Marine Navigation Improvement
LTBC	BCD Contract Fees	LTMR	Forestry-Qtrly Misc Revenue
LTBR	OBDD Brownfield's payment	LTMT	Mass Transit Assessment
LTCC	Community College	LTOC	Oregon Contraceptive Care
LTCB	Community Dev Block Grant	LTOE	OBDD Community Development Funds
LTCF	Commission on Children & Families	LTOG	USFS Old Growth Funds
LTCG	USFS Columbia Gorge	LTOU	OUITF / SB710
LTCO	CFAA Special Payments	LTPH	OHA Public Health Program
LTCP	CSEPP (Chem. stock pile Emerg)	LTPP	Port Planning & Marketing
LTCS	County Service Officers Qtrly Pym's	LTPR	Port Revolving Loan
LTEM	Oregon Emergency Management	LTR1	Forestry – Qtrly Misc Revenue
LTEN	Oregon Dept Energy	LTRA	City Cigarette Tax
LTEQ	DEQ SRF Loan Distribution	LTRB	Mental Health Tax
LTFE	FEMA Disaster Assistance	LTRC	Amusement Tax
LTFF	Federal Flood Control	LTRD	County Cigarette Tax
LTFL	5% Land Sales	LTRE	OLCC Tax (Liquor)
LTFM	US Fed Mineral Leases	LTRF	Basic School Support Tax
LTFR	25% Forest Reserve	LTRG	911 Tax
LTFT	US Taylor Grazing	LTRH	Revenue Sharing Tax
LTGA	Gambling Addiction	LTRP	Regional Partnership
LTGF	AOCMHP	LTRR	Rural Investment Fund
LTHD	Health Division General Fund	LTRS	Regional Investment Fund
LTIS	OYA Individualized Services	LTSC	SPWF Community Facilities Program
LTJB	Juvenile Basic	LTSD	SDSD
LTJD	Juvenile Diversion	LTSF	Basic School Support
LTJP	Juvenile Prevention	LTSI	Dept. of Education School Funds Interest

Oregon State Treasury | Local Government Investment Pool

Doc #	Description	Doc #	Description
LTJT	JTPA Grant From Dept of Ed	LTSL	Common School Funds
LTLB	Lottery Bonds	LTSM	Seismic Program
LTLD	HB 3400 Local Option Tax Dist	LTSP	Special Public Works
LTLG	Library Grant Funds	LTSR	Strategic Reserve Fund
LTLO	Local Option Equalization Dept of Ed	LTSS	Small Scale Energy
LTLS	OYA Lease Payment	LTSW	Safe Drinking Water

OREGON STATE TREASURY

LOCAL GOVERNMENT INVESTMENT POOL

*An Investment Service
for Public Funds*

**Information Statement
Revised September 29, 2017**

Oregon Short Term Fund Board

Tobias Read, State Treasurer
(Darren Bond, Deputy State Treasurer, Designee for Treasurer)

Douglas E. Goe, Chair

Pat Clancy

Sue Cutsogeorge

Laurie Steele

Deanne Woodring

Customer Service

EON Access • Transactions • Reporting • Account/User Maintenance • Eligibility

Client Services
PFM Asset Management LLC
(855) OST-LGIP
(855) 678-5447
csgwestregion@pfm.com

General Program Inquiries

Investment Management • Statutory Requirements • Service Provider Issues

Finance Division
Oregon State Treasury
350 Winter Street NE, Suite 100
Salem, Oregon 97301-3896
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Introduction

Established in 1973, the Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to eligible participants, which include—but are not limited to—any municipality, political subdivision, or public corporation of Oregon that by law is made the custodian of, or has control of, any public funds.

The pool is commingled with state funds in the Oregon Short Term Fund (OSTF).

Policy Statement

Safety of public funds is the primary responsibility of every public investment officer. Therefore, the policy of the pool is to provide a safe environment for the short-term investment of public funds. The pool enables participants to manage their funds in a manner that seeks to maximize the yield on their investments while meeting the safety and liquidity requirements for their funds. Treasury manages the pool in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726). The pool is commingled with state funds in the Oregon Short Term Fund (OSTF), which is *not* managed as a stable net asset value fund. Participants should be aware that preservation of principal is not assured by Treasury, the Oregon Investment Council, or the OSTF Board. Furthermore, pool account balances are not guaranteed or otherwise protected by Treasury, its agents, the FDIC, or any other government agency.

While the OSTF is not currently rated by an independent rating agency, the OSTF's holdings provide very strong protection against losses from credit defaults; however, the fund may be sensitive to changing market conditions.

Investment Objectives

The primary objectives, in priority order, of pool investment activities are the following:

1. **SAFETY.** Safety of principal is the foremost objective. Investments are to be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio.
2. **LIQUIDITY.** The pool's investment portfolio is to be sufficiently liquid to enable participants to meet all operational requirements that might be reasonably anticipated.

3. **RETURN ON INVESTMENT.** The pool's investment portfolio is to be designed with the objective of attaining a market rate of return, taking into account its investment risk constraints and the cash flow characteristics of the pool.

Investment Policies

ORS 293.726 requires that Treasury apply the prudent investor rule in the management of the pool. That standard "requires the exercise of reasonable care, skill and caution, and is to be applied to investments not in isolation but in the context of each investment fund's investment portfolio and as a part of an overall investment strategy, which should incorporate risk and return objectives reasonably suitable to the particular investment fund."

The Oregon Investment Council, with advice from Treasury and the OSTF Board, has adopted specific rules for investing the OSTF. The OSTF Portfolio Rules are available online at [www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx).

Advisory Board

In seeking to best serve participants, the legislature established the OSTF Board. The board advises the Oregon Investment Council and Treasury in the management and investments of the OSTF.

The board consists of seven members: The State Treasurer or the treasurer's designee; three members who are qualified by training and experience in the field of investment or finance and who do not hold any other public office or employment (appointed by the State Treasurer); and three members who are treasurers, finance or fiscal officers or business managers of any county, city, or school district (appointed by the Governor).

Board members serve four-year terms and without compensation, except reimbursement of expenses to attend official meetings.

Transfer Agent

PFM Asset Management LLC, One Keystone Plaza, Suite 300, North Front and Market Streets, Harrisburg, Pennsylvania, serves as transfer agent for the pool.

Custodian

All investment assets and collateral are held in safekeeping by State Street Bank and Trust Company, 2 Avenue de Lafayette, LCC2, Boston, Massachusetts, or by an authorized state depository.

Legal Counsel

The Oregon Department of Justice, 1162 Court Street NE, Salem, Oregon, serves as legal counsel for the pool.

Auditor

The financial statements of the Oregon Short Term Fund are audited annually by the Office of the Secretary of State, Audits Division, 255 Capitol Street NE, Suite 500, Salem, Oregon.

Expenses and Fees

Treasury supports its operation and management of the OSTF, including the pool, primarily through the assessment of an administration fee. The fee is charged directly against investment earnings—not billed directly to participants. Treasury sets and pays participants an interest rate out of the earnings of the fund after the administration fee is accounted for and after any funds are set aside for the Allowance of Impaired Securities, which was established after the 2008 financial market turmoil. The administration fee is currently 0.435 basis points of the market value of assets under management.

Additionally, Treasury charges the following fees per transaction:

ACH Purchase.....	\$ 0.05
ACH Redemption.....	\$ 0.05
Wire Transfer Redemption	\$ 10.00
Received ACH	\$ 0.10
Returned ACH	\$ 2.00
ACH Reversal	\$ 20.00

A participant may request that transaction fees for one or more of its pool accounts be charged to another of its pool accounts via the LGIP Account Opening form (available online at www.oregon.gov/lgip).

Dividends

Interest is accrued daily on each pool account based on an account's closing balance and a variable interest rate set by Treasury. Interest is paid as dividends to pool accounts on the last calendar day of the month.

A participant may request that dividends for one or more of its pool accounts be paid to another of its pool accounts via the LGIP Account Opening form (available online at www.oregon.gov/lgip).

Eligibility

Any county, municipality, school district, political subdivision, public corporation, or tribal government is eligible to participate in the pool. Special service districts, such as water and sewer districts, as well as other organizations formed for the purpose of intergovernmental cooperation under ORS 190.003 to 190.030, are also eligible.

A unit of an eligible entity is not eligible to establish a separate pool account. For example, a high school *that is part of a school district* cannot establish a separate pool account (note that a high school district established under ORS chapter 335 would be eligible). Additionally, ORS 294.125 prohibits a political subdivision from investing the funds of any other political subdivision.

Entities not easily categorized as any of the above are required to provide an opinion from the entity's legal counsel substantiating the entity's eligibility to participate. The opinion must be supported by an analysis of the documents and laws under which the entity was formed. An entity eligible to participate in the pool may have some or all of the following characteristics:

1. Participation in the Oregon Public Employees Retirement System (PERS).
2. Subject to audit laws under ORS chapter 297.
3. Subject to public meeting or records laws.
4. Subject to local budget laws under ORS chapter 294.
5. Officers and board members subject to government ethics laws under ORS chapter 244.

This list is not conclusive and should be used as an initial indicator of whether an entity wishes to proceed with obtaining an opinion from its legal counsel regarding its eligibility to participate.

Entities interested in participating are to complete and submit an LGIP Participant Application form (available online at www.oregon.gov/lcip). Treasury will review the application and determine the entity's eligibility, which may include consultation with the pool's legal counsel. The entity will be notified in writing of Treasury's determination. If the entity disagrees with the determination, the entity shall submit in writing the basis for the disagreement. Treasury will make every attempt to resolve the issue to the satisfaction of all parties involved.

Pool Accounts

Participants may open pool accounts by completing and submitting the LGIP Account Opening form. There is no limit on the number of pool accounts that a participant may open.

Participants may close pool accounts by completing and submitting the LGIP Account Closing form. It may take up to 24 hours to close an account.

All forms are available online at www.oregon.gov/lgip.

Contacts and Permissions

Any person needing access (by phone, in writing, and/or via the pool's online system) to pool accounts or pool statements must be registered as a Contact in the records of the pool. Contacts may include both staff within a participant's organization and people outside of a participant's organization (such as staff at other local governments who manage funds on behalf of the participant, debt service paying agents, or certain state agencies). Contacts must be registered using the LGIP Contact Registration form.

In addition to registration, a Contact must be granted permissions that specify the Contact's access and abilities to each pool account. Until permissions are granted, a Contact has *no* access or abilities. Permissions are managed by completing and submitting the LGIP Permissions form.

All forms are available online at www.oregon.gov/lgip.

Online Account Access (EON)

Participants may view pool accounts and initiate transactions online via a system called EON. Contacts request access to EON via the LGIP Contact Registration form and must be granted appropriate permissions via the LGIP Permissions form. To access EON, visit www.oregon.gov/lgip and click the EON login button.

Purchases

Purchases or deposits are all credits to a pool account, including those initiated by an account's owner and its authorized agents, those initiated by another participant and its agents, those initiated by approved third-party entities (*e.g.*, state agencies), and those initiated by Treasury and its agents (*e.g.*, dividends).

All purchases made from bank accounts outside of the pool are processed via ACH and may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the next business day, ACH purchases must be initiated by 1:00 p.m. Pacific on any business day. ACH purchases initiated after 1:00 p.m. Pacific will settle the second business day following initiation unless future dated. ACH purchases may be entered in the pool's online system to settle up to approximately one year in the future.

With the exception of ACH purchases made from approved third-party entities, ACH purchases are to be made from bank accounts owned by the participant. Participants should ensure that ACH purchases will not be rejected by their bank due to ACH debit blocks or filters. If a participant employs an ACH filter at its bank, the participant should contact customer service for information that will need to be shared with the participant's bank.

Participants are asked to provide customer service with notification two days in advance of ACH purchases greater than \$25 million to assist with cash flow forecasting.

Redemptions

Redemptions or withdrawals are all debits from a pool account, including those initiated by an account's owner and its authorized agents, and those initiated by Treasury and its authorized agents (*e.g.*, fees).

Redemptions made to bank accounts outside of the pool can be processed via either wire transfer or ACH and may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, wire redemptions must be initiated by 10:00 a.m. Pacific on any business day. Wire redemptions initiated after 10:00 a.m. Pacific will settle the next business day. *Please note that same day wire redemptions cannot exceed \$1.5 million.*

In order to settle the next day, ACH redemptions must be initiated by 1:00 p.m. Pacific on any business day. ACH redemptions initiated after 1:00 p.m. Pacific will settle the second business day following initiation unless future dated. Both wire and ACH redemptions may be entered in the pool's online system to settle up to approximately one year in the future.

With the exception of debt payments and state payments, wire and ACH redemptions are to be made to bank accounts owned by the participant. Participants should ensure that ACH redemptions will not be rejected by their bank due to ACH debit blocks or filters. If a participant employs an ACH filter at its bank, the participant should contact customer service for information that will need to be shared with the participant's bank.

Participants are asked to provide customer service with notification two days in advance of wire and ACH redemptions greater than \$25 million to assist with cash flow forecasting.

Transfers

Transfers between pool accounts owned by the same participant may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, transfers must be initiated by 1:00 p.m. Pacific on any business day. Transfers initiated after 1:00 p.m. Pacific will settle the next business day unless

future dated. Transfers may be entered in the pool's online system to settle up to approximately one year in the future.

Participant-to-Participant Transfers

Transfers between pool accounts owned by different participants may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, participant-to-participant transfers must be initiated by 1:00 p.m. Pacific on any business day. Participant-to-participant transfers initiated after 1:00 p.m. Pacific will settle the next business day unless future dated. Participant-to-participant transfers may be entered in the pool's online system to settle up to approximately one year in the future.

Payment Instructions

ACH instructions must be set up by an authorized Contact before ACH purchases/redemptions can be processed and may take up to 24 hours to set up. ACH instructions are set up by completing and submitting the LGIP ACH Instructions form. Instructions for ACH redemptions to debt service paying agents are set up by completing and submitting the LGIP Debt Payment Instructions form. Instructions for ACH redemptions to state agencies are set up by completing and submitting the LGIP State Payment Instructions form.

Wire instructions must be set up by an authorized Contact before wire redemptions can be processed. Wire instructions are set up by completing and submitting the LGIP Wire Instructions form. Instructions for wire redemptions to debt service paying agents are set up by completing and submitting the LGIP Debt Payment Instructions form.

Participant-to-participant transfer instructions must be set up by an authorized Contact before such transfers can be processed. Participant-to-participant transfer instructions are set up by completing and submitting the LGIP Transfer Instructions form.

All forms are available online at www.oregon.gov/lqip.

Confirmations and Statements

Daily confirmations are provided to participants within the pool's online system, EON, one business day after a transaction settles.

Monthly pool account statements are prepared regardless of transaction activity and are available by the third business day after month end. Participants can view statements within the pool's online system, EON, or request them by mail.

Limitation on Aggregate Pool Balances

ORS 294.810 places a limit on the aggregate funds that a participant may place in the pool. Treasury is responsible for adjusting the limitation annually and publishes a memorandum detailing the limitation online at www.oregon.gov/lqip.

The limitation is calculated by multiplying \$30 million by the percentage, if any, by which the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31 of the current calendar year exceeds the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31, 1995.

There is an exception to the limitation when funds are placed in the pool on a pass-through basis. Most participants must remove pass-through funds that exceed the limitation within 10 business days. County government and tribal government participants must remove pass-through funds that exceed the limitation within 20 business days. For purposes of determining whether excess funds are removed within the appropriate timeframe, participants may consider that such funds pass through on a first-in, first-out basis. For example: A county collects property taxes on behalf of other taxing districts and places such funds in the pool, causing the county to exceed the limitation for more than 20 business days. However, the county turns over the collected tax payments on a weekly basis, ensuring that excess funds are removed within the prescribed timeframe on a first-in, first-out basis.

Pass-through funds include monies that are collected by one local government and then passed on to another governmental unit, including property tax payments, federal funds, and other revenue distributions. They also include monies that are placed in a participant's pool account by another governmental unit, including state agencies. Pass-through funds do not include proceeds from the maturity of investments that will be reinvested or otherwise used for expenditure purposes nor excess funds that will be used for debt service or to liquidate other liabilities.

Public Funds Requirements

ORS chapter 295 outlines requirements surrounding the deposit and collateralization of public funds. Public funds are defined as funds that a public official has custody of or controls by virtue of office. Per ORS 295.002, an Oregon public official may deposit public funds up to the amount insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund of the National Credit Union Administration (NCUA) in any insured financial institution with a head office or branch in Oregon. Public funds deposits that exceed these insurance limits may only be held in a depository qualified under the Oregon Public Funds Collateralization Program (PFCP).

Treasury is not responsible for determining whether participants' banks meet the statutory definition of "depository bank," which is necessary for the lawful deposit of public funds. A

current list of qualified depositories for public funds is available online at www.oregon.gov/treasury/Divisions/Finance/LocalGov/Pages/Qualified-Depositories.aspx.

Financial Reports

The OSTF is an *external investment pool* as defined in Government Accounting Standards Board (GASB) Statement 31. In accordance with that statement, Treasury issues an annual financial statement that includes a statement of net position, a statement of changes in net position, notes or disclosures, and the auditor's report.

In preparing its own annual financial statements in accordance with generally accepted accounting principles, a participant may find it necessary to use certain information contained in the OSTF financial statement, or otherwise provided in the state's Comprehensive Annual Financial Report (CAFR).

OSTF financial statements are available online at [www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx).

The state's CAFR is prepared and published by the Oregon Department of Administrative Services, Statewide Accounting and Reporting Services, and is available online at www.oregon.gov/das/Financial/Acctng/Pages/Pub.aspx#cafr.

Compliance with Tax Law and Debt Covenants

Treasury and its agents make no representations as to whether the pool complies with Section 148 of the Internal Revenue Code. Accordingly, the pool may not be appropriate for the investment of bond proceeds. Bond covenants may also restrict the investment of bond proceeds and may preclude the pool as a permitted investment option. Participants should discuss arbitrage rebate, yield restriction, and other applicable bond provisions with their bond counsel prior to depositing bond proceeds in the pool.

Local Government Mailing List and Newsletter

Treasury uses an electronic mailing list called Local-Gov-News to provide local government customers with information about Treasury-provided services and related financial news. Treasury also regularly distributes a newsletter titled *Local Government News Report*. To subscribe to the mailing list and review the current and past issues of the newsletter, visit www.oregon.gov/treasury/Divisions/Finance/LocalGov/Pages/Newsletters.aspx.